

## Program Manager

WaterNow ([www.waternow.org](http://www.waternow.org))

### Position Overview

The Program Manager is a full-time, long-term position and a core member of WaterNow's growing team. The Manager will support WaterNow's on-the-ground technical assistance initiatives working with utilities, municipalities, community partners, consultants, and other stakeholders across Colorado and nationally. The Manager's primary tasks will include policy data-intensive research, navigating state and federal financing opportunities, stakeholder engagement, communications and outreach, and project management to advance innovative, affordable, and climate-resilient water solutions in the urban space. The Manager will be responsible for development of project deliverables and implementation materials.

Within WaterNow's mission-oriented suite of environmentally sustainable water solutions, this position will focus primarily on community-scale initiatives related to water conservation and efficiency, commercial, industrial, and institutional (CII) water benchmarking and demand management, green infrastructure, integrated water and land use planning, lead service line replacement, sustainable funding and financing navigation, watershed resilience, and other sustainable water management strategies. This position will also play a key role in implementation of WaterNow's funding and financing technical assistance initiatives, including programs supporting communities navigating State Revolving Fund (SRF) loans, WaterSMART grants, and other state and federal funding opportunities.

The Program Manager will work closely with WaterNow staff, utility and municipal partners, consultants, nonprofit organizations, and community stakeholders to implement projects through project management, stakeholder coordination, technical and policy research, communications and outreach, data analysis, workshop and webinar facilitation, and development of implementation-focused deliverables.

We recognize that each applicant for this role will bring unique skills, knowledge, experiences, and perspectives to the position, contributing their own strengths to WaterNow's work and mission. We welcome applicants from a range of backgrounds and experiences and seek candidates who are passionate about sustainable water management, collaborative problem-solving, and implementation-focused environmental work within a nonprofit setting.

### Responsibilities and Activities

The Program Manager's responsibilities and activities include, but are not limited to:

- Lead and support implementation of WaterNow's technical assistance and consulting initiatives in collaboration with utilities, municipalities, and partner organizations.
- Manage and coordinate sustainable water management projects focused on water conservation and efficiency, commercial, industrial, and institutional (CII) water use analysis and benchmarking, green infrastructure, integrated water and land use planning, lead service line replacement, watershed resilience, and related initiatives.
  - Develop and monitor project workplans, schedules, deliverables, and coordination activities across multiple concurrent projects.
  - Conduct research, stakeholder interviews, and data collection and analysis to support project development and implementation.
  - Prepare written memos, implementation roadmaps, presentations, case studies, reports, funding guidance materials, and other implementation-focused deliverables.

- Coordinate with utility staff, municipal partners, consultants, and other stakeholders to support project execution and deliverables.
- Facilitate meetings, workshops, webinars, and stakeholder engagement activities.
- Support project-related communications and outreach efforts, including development of presentations, email content, case studies, blogs, and implementation materials, and meeting facilitation.
- Support implementation of WaterNow's funding and financing navigation technical assistance programs, including WaterSMART grant support initiatives and State Revolving Fund (SRF) technical assistance efforts.
  - Assist communities in identifying, navigating, and applying for relevant state and federal funding and financing opportunities.
- Conduct outreach and engagement activities with communities, utilities, and partners to increase awareness of funding and technical assistance opportunities.
- Assist with grant reporting, metrics tracking, and related program administration activities.
- Build and maintain constructive working relationships with utilities, municipalities, consultants, nonprofit partners, and other stakeholders.
  - Represent WaterNow at conferences, meetings, webinars, and other professional events.
  - Collaborate closely with WaterNow staff across multiple initiatives and organizational priorities.
  - Contribute to WaterNow's broader program development, strategy, and implementation efforts.

## **Qualifications**

- 4-year college degree (required); relevant master's degree or graduate coursework preferred.
- Approximately 3+ years of relevant professional experience in urban water management, sustainability, environmental planning, public policy, utilities, consulting, nonprofit, or related fields strongly preferred.
- Prior experience working in or alongside utilities, municipalities, engineering or consulting firms, nonprofits, or other organizations involved in water management, sustainability, infrastructure, or environmental planning strongly preferred.
- Familiarity with topics such as water conservation and efficiency, green infrastructure, integrated water and land use planning, CII water management, climate resilience, funding and financing programs, watershed resilience, and/or related sustainable water management strategies.
- Strong project management and organizational skills with attention to detail and ability to manage multiple assignments and deadlines.
- Strong research, analytical, technical writing, and communication skills.
- Ability to work both independently and collaboratively in a fast-paced remote work environment.
- Comfortable coordinating with utilities, municipal staff, consultants, and other project stakeholders.
- Strong public speaking and stakeholder facilitation skills preferred.
- Demonstrated experience supporting projects funded through grants or public-sector initiatives is a plus.
- Proficiency in Microsoft Office, Google Workspace, Zoom, and general project management and collaboration tools.

- Familiarity with data analysis, GIS, Excel, Salesforce, or related technical and analytical tools is a plus but not required.
- Familiarity with communications and outreach tools such as Canva, MailChimp, Adobe, and social media platforms is a plus but not required.

We welcome candidates with a range of professional and academic experiences. While candidates with prior water sector or municipal experience are strongly preferred, WaterNow will also consider highly motivated applicants with demonstrated interest and experience in sustainable water management, environmental planning, infrastructure, or related fields.

### **Location**

This is a remote position within Colorado. Ideally the Program Manager would be based in Colorado's Front Range, but we are open to applicants in other areas of the state. WaterNow is based in San Francisco and in order to collaborate as a team, travel to San Francisco is anticipated 1-2 times per year.

### **Salary and Benefits**

WaterNow offers an attractive compensation and benefits package. The salary hiring range for this position is \$63,000 - \$70,000 annually and is negotiable commensurate with experience. Benefits package includes generous paid and sick time off, a 3% retirement match as well as health, dental, vision coverage and more.

### **Applications**

Please provide a resume and cover letter that describes your interest in this position, your relevant qualifications and experience, your availability and salary requirements. Please also submit a writing sample that showcases some relevant work in the water or land-use arena. Applications will be accepted until the position is filled. Applications can be sent to [jobs@waternow.org](mailto:jobs@waternow.org). We're a small team and respectfully request no follow-up calls or emails.

Multiplier and WaterNow celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. Multiplier and WaterNow Alliance are also committed to providing an environment of mutual respect that is free from discrimination and harassment. Multiplier and WaterNow prohibit discrimination in their governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual's income is derived from public assistance, or for any other non-merit-based factor.

### **About WaterNow and Multiplier**

WaterNow is a national network of local water leaders advancing sustainable, affordable, and climate resilient water solutions in their communities. We focus on innovative strategies to accelerate adoption of reuse and efficiency technologies, green infrastructure, watershed health, stormwater recapture, and groundwater management. Our goal is to support communities to become as water resilient as possible, as cost-effectively as possible, while protecting our natural resources for generations to come. WaterNow is a project of Multiplier, a 501(c)(3) fiscal sponsor organization ([www.multiplier.org](http://www.multiplier.org)).