POSITION AVAILABLE

Title: Program Manager

SUMMARY
New Jersey Future is looking for a skilled, highly organized, motivated individual to manage the day-to-day operations of Jersey Water Works, a large and growing collaborative focused on transforming New Jersey’s inadequate water infrastructure. The successful candidate must have an interest in the collaborative’s key issues; must have strong organizational, policy, communications and teamwork skills; and must be able to work effectively in a fast-paced environment while managing many priorities. This is an opportunity to join a movement of a diverse statewide network of people working to shift the culture and thinking around one of the one of the state’s leading policy issues.

ORGANIZATIONAL OVERVIEWS
Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes sensible growth, redevelopment and infrastructure investments to foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, provide access to safe, affordable and aging-friendly neighborhoods and fuel a strong economy. The organization does this through original research, innovative policy development, coalition-building, advocacy, and hands-on technical assistance. The organization is based in downtown Trenton, N.J.

Jersey Water Works is a collaborative effort of many diverse organizations and individuals who embrace the common purpose of transforming New Jersey’s inadequate water infrastructure by investing in sustainable, cost-effective solutions that provide communities with clean water and waterways; healthier, safer neighborhoods; local jobs; flood and climate resilience; and economic growth. New Jersey Future serves as the “backbone organization,” to keep the effort focused and to create the conditions within which the members can make progress toward the shared goals.

JOB DESCRIPTION
The program manager will lead the day-to-day work of the Jersey Water Works backbone staff, which facilitates the collaborative’s operations. In close partnership with other staff members, the manager oversees and assists with support of five committees, including their annual work plans and projects; helps to advance an aligned policy agenda; and manages the collaborative’s communications efforts and annual events. The manager will also recruit, convene and foster partnerships with member stakeholders. This is a full-time position.

RESPONSIBILITIES
The manager’s responsibilities will include, but not be limited to:

• **Coordination:** Work with committee members, their chairs and in some cases staff people to develop annual work plans and help advance committee projects.

• **Management:** Supervise a full-time program coordinator and support from other staff responsible for programs, communications, development and policy.

• **Communications:** Oversee the preparation of professional communications, including monthly and bi-weekly newsletters, event promotions, social media posts, blog posts and website updates.

• **Policy:** Help shape and advance a shared policy agenda and best-practice documents.
• **Outreach:** Build the collaborative’s networks and membership by recruiting and overseeing the orientation of new supporters and committee members and by representing the collaborative at outside events.

• **Event planning:** Plan and execute the annual membership meeting, conference and other workshops and events, with the support of multiple staff members.

• **Strategy:** Help identify Jersey Water Works’ long- and short-term objectives and manage tracking of the collaborative’s progress in areas such as membership and engagement.

**SKILLS AND EXPERTISE**

• Strong leadership skills and experience, with an ability to motivate, influence and drive creativity and enthusiasm in others

• A self-starter who demonstrates initiative, a willingness to take on responsibility and ownership of work, ability to work independently, and a track record of responsible judgement and decision-making

• High-energy, outgoing team player with a collaborative working style

• Experience overseeing the design and production of print materials and publications

• Excellent verbal and written communication skills

• Ability to adjust to dynamically changing priorities in a fast-paced environment

• Ability to manage multiple projects and resources with competing priorities and timelines

• Poise in interacting and coordinating with a diverse group of individuals

• Excellent organizational skills, including the ability to organize meetings, manage contact databases

• Event planning and logistics management for high-profile events

• Knowledge of Constant Contact or other email service provider; Wordpress or other similar website software; and InDesign/Adobe Creative Suite

• Experience or interest in one or more of Jersey Water Works’ key policy areas – water infrastructure, green stormwater infrastructure, planning and development, the environment, sustainability, strong communities

• Experience in supporting and advancing collaborative efforts involving many stakeholders

• College degree. Focus in communications, environmental studies, civil engineering, planning, public policy, or comparable discipline is a plus

• Two to three years’ experience in a project management or coordination role.

**COMPENSATION**
Compensation will be competitive and based on the candidate’s experience and skills. This is a full-time position with benefits.

Interested and qualified candidates should submit a cover letter including salary requirements, a resume and one short writing sample (no more than five pages) to njfuture@njfuture.org.

New Jersey Future is an Equal Opportunity Employer.