

JOB DESCRIPTION



TITLE: Program Manager

SUMMARY

New Jersey Future seeks an experienced, motivated individual to create a robust, transparent system of performance metrics designed to accelerate the improvement of water infrastructure systems. The position combines project management; work with metrics and data; stakeholder consultation and convening; and written and oral communications. We seek a highly organized candidate with a track record in moving projects forward and an interest in sustainable water systems who values the importance of measurements in advancing societal change and can operate independently and collaboratively.

ORGANIZATIONAL OVERVIEW

Founded in 1987, New Jersey Future is a nonprofit, nonpartisan organization that promotes growth that fosters vibrant cities and towns, protects natural lands and waterways, enhances transportation choices, provides access to safe, affordable and aging-friendly neighborhoods and fuels a strong economy. The organization does this through original research, innovative policy development, advocacy, strong partnerships and hands-on strategic assistance. New Jersey Future is based in downtown Trenton, N.J. For more information please visit our website at www.njfuture.org

New Jersey Future staff serves as the “backbone organization” for **Jersey Water Works** (JWW), providing administrative and programmatic support, which includes measuring progress toward the shared goals. 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. For more information, please visit www.jerseywaterworks.org.

JOB DESCRIPTION

The program manager is a full-time position for an experienced professional interested in contributing to a movement to transform New Jersey’s aging and dysfunctional water infrastructure. The position involves the creation of a robust, transparent system of data collection and performance metrics over a two- year period. The project will build on the work already underway to create the [Jersey Water Works measurement system](#) , which addresses topics including pipe condition, green infrastructure, asset management, community benefits from combined sewer system upgrades, water affordability, financial sustainability and stakeholder engagement. The purpose of the system is to serve as a feedback loop driving continuous learning and action by utility managers, state regulators, consumer, environmental and health advocates, and other stakeholders. The project will draw from, and contribute to, work being done in other states and at the national level.

The position combines project management, work with metrics and data, stakeholder consultation and convening, and written and oral communications. The program manager will work with other

New Jersey Future staff in a supportive and collegial atmosphere. Salary and benefits are commensurate with experience.

RESPONSIBILITIES

- Research existing benchmarking and performance metric systems in the water sector and other utility sectors.
- Convene a Data Evaluation Advisory Council of state and national experts and Jersey Water Works members to share best practices and guide the project.
- Engage Jersey Water Works leaders and committees to collaboratively review proposals, build support and foster coordination.
- Establish and implement a measurement work plan that includes, but is not limited to:
 - Selecting the goals for which to measure progress and identifying indicators.
 - Working with New Jersey state government regarding water utility reporting on system condition, utility operations, finances, etc.
 - Collecting and analyzing data, which will involve the creation of robust databases and enlisting the input of a data evaluation consultant.
 - Creating user-friendly data portals oriented for different audiences: ratepayers, utility managers, researchers and state agencies.
- Communicate about the project through presentations, fact sheets and blog posts.

SKILLS

- Minimum of three to five years' work experience with a demonstrated track record of moving complex projects forward.
- Educational background in planning, environmental management, public policy, engineering or comparable discipline preferred; Master's degree a plus.
- Ability to manage data collection and data analysis and ensure data integrity. GIS skills a plus. Detail oriented.
- Solid organizational skills, including ability to organize meetings and work independently;
- Robust oral communications skills and ability to present publicly;
- Excellent research and writing ability;
- Experience working with multiple stakeholders to advance an effort;
- Reputation as a team player who works well with others;
- Familiarity with water management or another utility sector a plus, as is experience in New Jersey affairs; and
- Motivated by the organization's issues and a strong mission-driven work ethic.

Interested and qualified candidates are invited to send a resume, cover letter, one short writing sample (no more than five pages) and salary requirements to Marianne Jann at njfuture@njfuture.org.

At New Jersey Future, we embrace differences and advance fairness as core components of our mission and operations. We are committed to ensuring equitable outcomes in our work internally, externally, and programmatically in order to nurture powerful ideas and realize meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.