



## POSITION AVAILABLE

### Jersey Water Works 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; strong organizational, policy, communications, and teamwork skills; and the ability to work effectively in a fast-paced environment while managing many priorities. This is an opportunity to coordinate a diverse statewide network of people who are shifting the culture and thinking around one of the state's leading policy issues.

#### ORGANIZATION

##### New Jersey Future

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. New Jersey Future does this through original research, innovative policy development, coalition-building, advocacy, and hands-on technical assistance. Embracing differences and advancing fairness is central to New Jersey Future's mission and operations. New Jersey Future is firmly committed to pursue a culture of greater justice, equity, diversity, and inclusion through its programs, internal operations, and external communications. The organization is based in downtown Trenton, NJ. For more information, visit [www.njfuture.org](http://www.njfuture.org).

##### Jersey Water Works (JWW)

Jersey Water Works is an award-winning collaborative effort of over 500 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." For more information, visit [www.jerseywaterworks.org](http://www.jerseywaterworks.org).

#### RESPONSIBILITIES

The program manager leads the day-to-day work of the Jersey Water Works backbone staff, which facilitates the collaborative's operations. A successful manager enables the Jersey Water Works collaborative to drive change in water infrastructure policy and practice. The manager's responsibilities include, but are not limited to:

- **Coordination:** Work with members, committee chairs, and colleagues to develop new partnerships and projects and help advance them through supportive project management. Oversee and coordinate six working committees and related efforts.
- **Communications:** Oversee the preparation of professional communications, including newsletters, social media posts, blog posts, and website updates.
- **Event planning:** Plan and execute the annual conference, membership meeting, and other

events, with the support of multiple staff members

- **Management:** Supervise a full-time program coordinator and coordinate support from other staff responsible for programs, communications, development, and policy.
- **Outreach:** Build the collaborative's networks and membership by recruiting and engaging new supporters and members and by representing the collaborative at outside events.
- **Policy:** Help shape and advance a shared policy agenda and best-practice documents.
- **Strategy:** Identify and act on opportunities to advance Jersey Water Works' objectives.

## 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 an ability to assume responsibility and make sound decisions
- Team player with a collaborative working style
- Excellent verbal and written communication skills
- Poise in interacting and coordinating with a diverse group of individuals
- Excellent organizational skills, including the ability to organize meetings, plan high-profile events and manage multiple projects
- Experience overseeing the design and production of print materials is a plus, as is experience managing contact databases and using other communications software
- Experience with collaborative efforts involving many stakeholders is a plus
- 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
- College degree
- Minimum five years of experience in a project management or coordination role

## COMPENSATION

Compensation will be competitive, negotiable, and based on the candidate's experience and skills. This is a full-time position with benefits.

## APPLICATION

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](mailto:njfuture@njfuture.org).



*At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing 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.*