

## California Water Data Consortium Job Posting: Program Manager

[The California Water Data Consortium](#) (Consortium), a nonprofit organization that supports data-informed water management decisions in California, is looking for a Program Manager to support the Consortium's projects, programs, and communication. The Consortium was formed in 2019 to support implementation of the Open and Transparent Water Data Act (AB 1755, Dodd). The Consortium empowers cross-sector collaboration, partnership with the state, and innovation to ensure that state and local agencies, Tribes, nongovernmental organizations, researchers, and the public can readily access and use high-quality data necessary to sustainably manage water for the benefit of all Californians.

The Program Manager will be integral part of the Consortium, providing critical support for the Consortium's projects and programs, as well as supporting Consortium communications, and programmatic fundraising. This is a non-exempt full-time position. The Program Manager will report to the Consortium's Chief Executive Officer. This role will function primarily as a remote, work from home, position with occasional travel for meetings in Sacramento or other parts of California.

### Primary tasks for the Program Manager

#### Programmatic Work (Approximately 70% of time to be devoted to programmatic work)

- Support CEO with programmatic work, including design, implementation, and project management.
- Develop project overviews, project timelines, budgets, and other material necessary to advance Consortium projects.
- Build partnerships to advance existing Consortium projects and identify new opportunities.
- Schedule and host meetings, draft agendas, and develop materials to support meetings.
- Communicate the value of projects to external parties through emails, reports, memos, presentations, conferences, public workshops, and other venues.
- Identify partners for Data for Lunch series or other Consortium Programs.

#### Communication and Fundraising (Approximately 30% of time to be devoted to communication and fundraising work)

- Work with CEO to identify fundraising opportunities and develop materials to support programmatic work, including fundraising materials, grant applications, and other outreach and reporting materials.
- Develop and implement a communication strategy that highlights the Consortium's work to interested parties and funders and expands engagement in the Consortium from across a diversity of sectors.
- Plan and host events to inform the Consortium's programmatic work, as well as fundraising efforts.
- Work with the CEO and Operations Manager to maintain the Consortium's website.

- Work with CEO and Operations Manager to track and report on grants including State and Federal grants / contracts.
- Develop, proofread, and edit documents.
- Develop and maintain a social media presence consistent with the Consortium's Mission.
- Provide other organizational support, as needed.
- Represent the Consortium in a positive way in all interactions.

The ideal candidate for this role will have five or more years of experience in the following areas:

- Undergraduate or higher degree in hydrology, environmental science, engineering, or a related field.
- Experience successfully managing technical projects with external stakeholders within project timelines and budget.
- Experience working collaboratively with a range of individuals with a diversity of experience and backgrounds in water in California.
- A proven track record of successfully designing and implementing projects.
- Strong facilitation, presentation, conflict management, and relationship building skills.
- Experience communicating science and technical information to non-technical audiences and the public.
- Experience developing and implementing communication strategies for ongoing and expanding stakeholder engagement
- Experience writing successful grant applications, project scope of works, and other materials for project funding and support.
- Ability to manage and prioritize multiple tasks, while maintaining impeccable attention to detail.
- Integrity, good judgment, and discretion with confidential information.
- Strong knowledge of MS Office (Word, Excel, Outlook, PowerPoint, SharePoint).
- A passion for better water management outcomes in California.

#### Additional valued qualifications

- Experience engaging communities facing environmental and/or economic injustices.
- Experience coding in R, Python, Matlab or other programming languages.
- Experience working in Github.
- Experience building and maintaining Wordpress sites.
- Experience with water or environmental policy, law, and management.
- Experience working with boards, coalitions, and a diversity of interested parties.
- Bilingual in Spanish.

#### Commitment to Diversity and Equal Opportunity Employment

The Consortium is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national

origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.

*We are committed to maximizing the diversity of our organization. We encourage all individuals with the necessary skills and experience to apply for this position.*

### Additional background on the California Water Data Consortium

Water is critical to a vibrant and prosperous California. Information and data about water and ecosystems enables communities to plan for and meet the growing demands being placed on water resources by climate change, population growth, and other factors. Recognizing the tremendous potential of California's water data for improved water management outcomes in 2016, the California Legislature passed the Open and Transparent Water Data Act. This Act requires the California Department of Water Resources, in consultation with the State Water Resources Control Board, the California Department of Fish and Wildlife, and the California Water Quality Monitoring Council to make water and ecosystem data available on open data platforms. These agencies, in partnership with four additional state agencies, have formed the Partner Agency Team, who collectively implement the legislative goals of the Open and Transparent Water Data Act.

The California Water Data Consortium provides an ongoing venue for collaboration and decisions on water data governance among the Partner Agency Team and non-state partners. The public-private partnership that makes the Consortium unique is reflected in the Consortium's governance structure, which includes a 9-member Board of Directors representing a diversity of water and data interests and sectors; an 11-member Steering Committee with 6 state agency representatives and 5 non-state agency partners; and 4 Working Group Co-Chairs (including 2 state agency and 2 non-state agency partners).

The Consortium is an independent, 501(c)(3) corporation that seeks grants and funding from philanthropy; local, state and federal governments; and private donors.

Learn more about the Consortium at [cawaterdata.org](http://cawaterdata.org).

### Apply!

The California Water Data Consortium is a small organization soliciting applications from energetic and passionate candidates who want to make a difference in water management in California. The Consortium offers competitive salaries and a 401k matching program.

Please submit an email with "Program Manager" in the subject line, a cover letter outlining your interest in the position and relevant experience, and resumé to [admin@cawaterdata.org](mailto:admin@cawaterdata.org) by **5 p.m. PT May 4, 2022**. Please provide all information electronically, no phone calls.