



**Water Funder Initiative
Initiative Manager
San Francisco, CA
Contract Position**

About the Initiative

The Water Funder Initiative (WFI) is a time-limited, collaborative effort to identify and activate promising water solutions through strategic philanthropic investments in the United States. Starting in the West, where the scarcity and reliability of clean water are urgent issues, WFI envisions a sustainable water future where clean water supplies are available for people and nature, freshwater ecosystems are recovering, and cities, agriculture, and industry thrive by proactively managing the water supply risks that accompany climate change, droughts, and floods. Although the initial focus is on the American West, many of the approaches are applicable elsewhere in the world and lessons from other regions can help solve water problems confronting the West.

Sponsored by, and working in partnership with private foundations, WFI is led by Susan Bell, Principal of Susan Bell & Associates and, former Vice President of The William and Flora Hewlett Foundation. A small team with diverse expertise is executing the project, working in partnership with a Funder Table composed of foundation representatives. WFI's three initial objectives—develop a blueprint with priority strategies, engage funder partners, and increase support for priority strategies over time—have become highly integrated. WFI is now poised to focus on priority strategies that philanthropy can pursue to advance two overarching goals: (1) bring basins into balance for people and nature and (2) strengthen the resilience of water systems in a 21st century climate.

For more information on the initiative, please view: <http://waterfunder.org/>

Initiative Manager

WFI seeks a highly professional, self-directed, and motivated professional to play a crucial role to advance WFI's goals. On behalf of, and under the guidance of, WFI's Managing Director, as well as the Strategy Lead, the Initiative Manager will serve as the hub for WFI and will be responsible for coordinating and facilitating all aspects of the project. The Initiative Manager will organize and prioritize WFI's workflow, manage internal and external communications, coordinate and facilitate meetings, manage contracts and budgets, and contribute to and oversee the development of a range of written materials and other work products. This position requires a highly organized, detail-oriented individual who enjoys collaborating with diverse individuals and working in an entrepreneurial and flexible atmosphere.

This is a fantastic opportunity for an individual looking to deepen his or her understanding of philanthropy and the issues surrounding water in the American West. The ideal candidate will have relevant project management experience working with or for a nonprofit or foundation, impeccable interpersonal, written, and verbal communication skills, as well as resourcefulness and independent initiative. Preference will be given to candidates with a demonstrated understanding of Western water, environmental issues, and/or familiarity with fund development. This position will report to WFI's Managing Director.

Primary Duties and Responsibilities

The Initiative Manager will perform the following and other duties as assigned:

- Work with WFI's Managing Director, Strategy Lead, and Water Funder Table to develop and execute WFI objectives, strategies, and activities.
- Proactively support the Managing Director and internal teams by developing project timelines, organizing and prioritizing project activities, and ensuring deadlines are met.
- Develop white papers, reports, background documents, and other written materials as necessary in support of WFI's efforts.
- Serve as a liaison and point of contact with WFI staff, sponsors, partners, and other stakeholders.
- Assist in meeting planning, development, implementation, record-keeping, and reporting of outcomes.
- As needed, serve as the second "eyes and ears" for the Managing Director in team meetings; anticipate upcoming tasks and deadlines, and alert appropriate team members, as needed.
- Work in partnership with other Initiative staff to develop program strategies, work plans, budgets, and other documents.
- Provide organizational support for funder collaborative processes and manage the development and production of complex work products.
- Aid in the production and quality control of outgoing work products, including creating, editing, and formatting Word and PowerPoint documents.
- Assist the Managing Director and other WFI team members in the stewardship of existing funders and the identification and cultivation of prospective funders.

Qualifications

The successful candidate will have the following minimum qualifications:

- Bachelor's degree in relevant content area (i.e. natural resource management, project management, nonprofit management, etc.)
- Demonstrated superb project management and organizational skills with high level attention to detail
- Strong writing, editing, and communication skills
- Experience in or knowledge of philanthropy, environmental work, fundraising, and/or water conservation and management issues strongly preferred
- Ability to work effectively and efficiently both independently with minimal supervision and as part of a team; experience working with a dispersed team preferred
- A highly collaborative style, with excellent interpersonal and relationship building skills and an appreciation for a multi-disciplinary team approach
- Ability to judge the relative importance of issues and act independently to address them, applying the appropriate level of urgency and drive to achieve results
- Ability to keep calm under pressure as well as prioritize and manage multiple and sometimes competing tasks
- Ability to handle sensitive matters with discretion
- High degree of proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and comfort with technologies and software tools that encourage information sharing and collaboration across dispersed teams
- Tact, patience, poise, confidence, and humor in interacting with diverse personalities, and ability to motivate others to complete tasks on time and in accordance with established expectations
- Previous experience coordinating high caliber meetings and events preferred

General Terms of Contract

This position will be active for the life of the initiative (currently estimated at 18-months) with the possibility of an extension. Compensation is competitive and commensurate with experience. The successful candidate will contract with WFI's fiscal sponsor, RESOLVE. The preferred location for this position is San Francisco, CA.

To Apply

To be considered for this position, interested candidates must follow the link below to submit a resume, cover letter, and salary requirements. CEA Recruiting is assisting WFI with this search. Please direct all applications and inquiries to CEA Recruiting. This position will remain open until filled.

<http://job.ceaconsulting.com/jobs/initiative-manager-san-francisco-ca-35061>

The Water Funder Initiative is a project of RESOLVE. RESOLVE is an equal opportunity employer.

CEA Recruiting works with leading environmental nonprofits, foundations, and businesses to recruit top talent and design effective organizational staffing strategies. For more information, visit www.cearecruiting.com.