



CIVICWELL

Transforming Local Vision into Action

Formerly Local Government Commission (LGC)

Project Manager (Water Team) Job Description

WHO WE ARE

CivicWell is a 501(c)3 nonprofit organization supporting sustainable policies and the community leaders who implement them. It inspires, equips, connects, and cultivates leadership for local innovation and community change, especially for leaders responding to the climate crisis and its impacts on their communities.

THE WATER TEAM

Our current program areas include Water, Climate Change & Energy, Community Design, and National Service. The Water Team oversees a broad portfolio of coalitions, projects, and programs focused on California water issues. We focus on the intersection of water management and land-use planning – from stormwater to groundwater and everything in between. We work to advance the field of integrated water management at large while engaging in place-based initiatives throughout the state of California. In our mission to build livable communities and local leadership, we strive to address social inequities within the water sector, and successfully partner with community-based organizations, and conduct community engagement activities in an authentic manner.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

WHO WE'RE LOOKING FOR

We are looking for an experienced and dynamic individual from the water management or water policy sector to manage and execute complex projects. We are seeking a motivated individual with experience working in California's groundwater context and who has strong communications, stakeholder engagement, and strategic planning skills, as well as the ability to work both collaboratively and independently. The ideal candidate must be in California or willing to relocate if necessary.

WHAT YOU CAN BRING

Successful candidates will demonstrate their dedication to the complex field of California water management, policy, and planning with the experience and skills necessary to be an effective project manager. We are seeking candidates with the following key attributes and qualifications:

- At least 3 years of experience managing multiple water-related projects with excellent organizational and time management skills.
- A bachelor's or master's degree in environmental policy, planning, or a closely related field, ideally with an emphasis in water-related issues. (relevant work experience may be considered in place of a degree).
- A clear understanding of California local government planning, policy, and administrative practices.
- Working understanding of equity, environmental justice, and/or social/racial justice principles, frameworks, and practices as applied in the water sector.
- Excellent verbal communication skills with demonstrated experience and skills in managing relationships, facilitating meetings, engaging diverse stakeholder groups and/or community members, and preparing and delivering presentations.
- Strong written communication skills, including experience preparing concise, comprehensive, and understandable policy memos, technical reports, community engagement plans, fact sheets, and other written materials.
- Experience with event planning, including developing agendas, coordinating with speakers, organizing logistics, and moderating panels.
- Experience with fundraising, including grant writing or sponsor recruitment.
- Familiarity with key software programs such as Microsoft Office Suite, iOS/Apple, Google Suite, MailChimp, and Survey Monkey. CRM and Project Management software experience is a plus.
- A positive, collaborative, and problem-solving mindset, both with internal team and external partners

RESPONSIBILITIES

The selected Project Manager will be responsible for overseeing multiple projects in CivicWell's growing Water Program portfolio, which currently includes the following key projects and programs:

- [Groundwater Exchange Improvement Implementation](#)
- Fairmead Community-Driven Multibenefit Groundwater Recharge
- [San Diego Coastal Resilience Ambassadors Program](#)
- [Borrego Valley Stewardship Council – Integrated Planning and Capacity Building](#)
- [Growing Water Smart Pilot Program](#)

General Project Management Responsibilities:

- *Project Management:* Oversee and coordinate the activities of specific water-focused projects and initiatives; oversee the management and implementation of project budgets, contracts, subcontracts, and grants; and manage all project deliverables, timelines, and administrative and financial responsibilities of projects.
- *Program Development:* Work closely with Senior Project Manager to identify emerging trends, potential challenges, and new opportunities; lead and/or participate in program development and fundraising activities, and actively participate in project-level and organization-wide strategic planning activities.
- *Relationship Management:* Oversee, supervise, manage and motivate staff; effectively delegate tasks to staff and provide clear guidance and training as needed; work collaboratively with all members of the Water Team and CivicWellstaff; serve as a positive culture-carrier for the team, cultivate and maintain relationships with funders and project partners and stakeholders; and represent CivicWell at various meetings and workshops.

Project-specific Responsibilities:

- Identify priority strategies, policies, and actions to advance water resilience efforts locally, regionally, and statewide by organizing and facilitating technical advisory committees, conducting research on innovative practices and new technologies, and working with local partners on place-based planning activities.
- Conduct interviews, surveys, and roundtable discussions to understand barriers that local agencies and other practitioners face, assess community needs and concerns, and collaboratively identify priority solutions to advance.
- Plan and implement virtual or in-person statewide, regional, and local workshops, and training that includes 20-100 participants. Establish and facilitate advisory committees, agendas, and programs, develop water-related training and other activities related to organizing events.
- Provide technical assistance for local jurisdictions' water management or planning practitioners, including targeted recommendations based on research and best practices, grant writing assistance, facilitated meetings with subject-matter experts, and mechanisms for information sharing.
- Analyze new and emerging policies, funding guidelines, and water policy guidance to develop comment letters that speak to CivicWell's priorities and principles, such as regional coordination, cross-sector integration, social equity and support for marginalized communities, climate-smart land-use planning, and more.
- Lead or participate in regular calls and meetings with project partners to share progress reports, coordinate activities, and strategize on opportunities to respond to emerging policies and trends and evolving local needs.

COMPENSATION & BENEFITS

This position is full-time and exempt and is located in California. Occasional travel is required,

typically within the state of California. The annual full-time starting salary range for this position is **\$62,400 - \$70,000** depending on qualifications.

CivicWell's benefits package includes:

- 100% employer-paid Medical, Dental, Long-term Disability Coverage, and Voluntary Term Life Insurance.
- Ten days of paid vacation time per year for the first two years and fifteen days after the second year, accrued on a pro-rata basis.
- Twelve days of paid sick leave per year, accrued on a pro-rata basis.
- Twelve paid holidays per year.
- 401K retirement plan with an employer contribution, which is currently up to 4% of salary (eligible to join the first quarter after one full year of employment).
- Access to the CivicWell's Employee Assistance Program.

APPLICATION PROCESS & DEADLINE

Interested applicants should email their résumés, cover letters describing their qualifications and interest in the position, a writing sample, and three references to hr@civicwell.org.

Candidates are requested to use the following headings and labels when submitting their application via email. References should be included directly in the email body.

- Email subject line: PM Application [Full Name]
- Cover Letter attachment: First Initial.Last Name_Cover
- Resume attachment: First Initial.Last Name_Resume
- Writing sample attachment: First Initial.Last Name_Sample

CivicWell is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. We embrace and celebrate a diverse and culturally rich workforce, are committed to creating an inclusive environment for all employees, and welcome all candidates to apply.

This position will remain open until filled and interviews will be conducted on a rolling basis. The first priority deadline is February 16th, and the second priority deadline is February, 23rd.