



Policy Program Manager Job Description

About TWF

Texas Water Foundation (TWF) is a 501(c)(3) non-profit organization established in 1998 to expand public awareness among Texans regarding the vital role water plays in our daily lives. Under the leadership of a distinguished Board of Directors, TWF adopted a [new strategic plan in 2019](#) with the objective of leading Texas into a sustainable water future. TWF continues to play a vital role in the water dialogue in Texas, while building new programs in water leadership, policy, and education.

As part of our policy program, Texas Water Foundation advocates for a sustainable water future by ensuring that water policies are well-designed, well-considered, and effective in addressing water issues that meet the needs of Texans, the economy, and our environment. TWF works to advance strong, well-informed deliberations to produce better policies. Where TWF does not advocate for specific policies, we seek to identify the range of policy options available and ensure their implications are well-explained and understood by decision makers and the public.

About the Position

The Policy Program Manager will work with the CEO to effectively plan and implement TWF's policy program. A successful Program Manager will work with the CEO to think strategically about current water policy issues in Texas, and how TWF can help to inform the dialogue around those issues.

Key Responsibilities:

- Work with CEO to participate in and document state and federal water policy changes
- Support the organization and facilitation of the Water Grand Challenges
- Identify networks of partners to build policy coalitions
- Create timely, relevant public outreach messages, policy comments, and issue briefs that reflect TWF's policy strategies
- Design, create, and manage a database of relevant contacts to distribute timely policy information
- Produce annual policy landscape brief
- Manage Water Day at the Capitol
- Update TWF's water resource library
- Work with web developers to improve online resources for decision makers
- Maintain connections with the research community and manage any contracts with research institutes
- Facilitate stakeholder meetings on water policy issues

- Support fundraising efforts for Texas Water Foundation
- Manage consultants and related contracts
- Supports developing and deploying inclusive, just, and equitable advocacy strategies

Qualifications and Attributes:

- 3-5 years experience in nonprofit policy, governmental agency, or related field
- Ability to synthesize complex research and distill for a variety of audiences
- Organized self-starter with the ability to thrive in fast-paced, entrepreneurial environments
- Experience working with or for city, county, state government and/or conducting governmental outreach
- Strategic thinker
- Ability to build relationships and cultivate partners
- Superior attention to detail and follow through
- Strong understanding and awareness of challenges facing water policy in Texas
- Must be highly motivated, energetic, deadline-oriented, and able to handle multiple priorities
- Excellent interpersonal skills as well as verbal and written communications skills
- Grant writing experience preferred
- Some knowledge/experience of water science
- Commitment to the mission of Texas Water Foundation

Compensation and Benefits

The starting salary for this position is \$80,000 annually. The Texas Water Foundation is proud to offer opportunities for growth as well as a generous benefits package including health insurance, retirement contribution, and paid time off including maternity/paternity leave. TWF is currently working remotely due to the pandemic but will continue to offer an adaptable schedule and the ability to work partially remotely.

How to Apply

Interested applicants are asked to submit cover letter, resume, two writing samples, and three professional references to beth@texaswater.org. Incomplete applications will not be considered. Please do not contact the Texas Water Foundation directly.

We are proud to be an Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, sex, national origin, age, disability, marital status, veteran or military status or any other legally protected status.