Funding Navigator Manager

Summary

Position Title: Funding Navigator Manager
Reports To: Funding Navigator Director
Classification: Full-time employee
Location: Remote position, with some required travel. Preferred location in an EPA Region 6 or Region 7 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, Iowa, Kansas, Missouri, or Nebraska).
Salary: $80,000-$90,000

Background

The federal government is making historic investments in water through the Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA). However, disparities across water systems will endure unless we seize the moment to ensure more residents have access to clean water and utilities and municipalities have the capacity to improve their water infrastructure.

Our Water Team at the Environmental Policy Innovation Center (EPIC) was founded around the knowledge that there are solutions, innovations, capacities, and policy changes that can dramatically increase the speed and effectiveness with which we solve these problems. We believe we can play an important role in making that happen, through direct work helping lower resource communities secure funding and assistance and through analysis and policy work to make change happen on a systems level. Equity and justice are at the center of the Water Team’s initiatives, as we work on policies and programs related to the accessibility of safe, affordable water; the right to clean water; and access to funding and environmental services for underserved communities.

Working with national and local partners, EPIC’s Funding Navigator helps water utilities and municipalities, especially those serving overburdened, underserved communities, invest in drinking water provision, wastewater treatment, and stormwater management. Our work is financed through philanthropic support and from EPA, for whom we serve as a National Environmental Finance Center (EFC). If you are passionate about helping communities address their water challenges, have talent and hands-on experience managing projects, and have experience working with utilities, municipalities, or community groups on infrastructure projects, we strongly encourage you to apply for this position.

About EPIC

EPIC builds policies that deliver spectacular improvement in the speed and scale of environmental progress so people and nature can thrive. A national nonprofit, EPIC is committed to finding and highlighting the best approaches to scaling up results quickly. EPIC works to further environmental and public health outcomes by improving water infrastructure, restoration, procurement, endangered species, and the use of data.
Position Description
Reporting to the Funding Navigator Director, the Funding Navigator Manager connects utilities in overburdened, underserved municipalities with technical assistance, community engagement, and state and federal funds for water infrastructure. We are looking for someone with experience managing utility or local government projects that involve teams of contractors and/or stakeholders. We seek candidates who can manage EPIC’s Funding Navigator projects within a small organizational structure and build key stakeholder relationships with engineers, state agencies, EPA, other technical assistance providers, and community-based organizations. The Funding Navigator Manager is part of a team with expertise in engineering, utility and municipal management and finance, community engagement, policy analysis, regulatory programs, and data science.

Responsibilities
- Acquire knowledge of state and federal funding programs, and serve as a resource for municipalities, utilities, and community-based organizations.
- Together with EPIC staff and local and national partners, recruit, build relationships with, and provide guidance and technical assistance to communities in all stages of the process of developing applications for state and federal funds.
- Provide timely, proactive outreach to and follow-up with utility and municipal staff, community members, and others to build and actively maintain the networks critical to EPIC’s technical assistance success.
- Coordinate and manage projects. Provide communication and assist with management of EPIC’s program consultant and partner contracts and memoranda of understanding (MOUs).
- Help report on technical assistance outcomes.
- Participate in webinars, convenings, and public events to highlight prominent issues and solutions.
- Contribute to case studies, blogs, best practices, and grant reports.

Qualifications
- Bachelor’s degree required, with a preference for degrees in engineering, environmental science, or public administration. Applicants should note any relevant certificates (e.g. management, water or wastewater operations, environmental sampling and compliance, etc.).
- At least 5 years of experience in one or more of the following areas: water infrastructure design or finance, water utility operations, utility or municipal finance, project management.
- Experience providing leadership and/or coordinating teams to keep projects on track.
- Understanding of, or willingness to learn about, federal and state funding programs for water infrastructure.
- Strong people and program management skills. This position will work with peers, contractors, and stakeholders, especially utility and municipal staff and elected officials.
- A proven track record of proactive communication, collaboration, and networking that builds and grows the one-on-one and group relationships that are critical to initiating and continuing work with the individual communities that are the heart of our technical assistance.
- Experience with community-based participatory projects. This experience may include activities such as facilitating municipal or community meetings.
- Excellent communication and customer service skills.
We will prioritize candidates who can bring:

- Understanding of the technical or financial management of a water utility.
- Experience working for or providing engineering, operations, and/or management assistance to a water utility.
- Skills and experience with community-centered project development.
- Experience managing, monitoring, or reporting for state or federal government funding programs.
- A network of contacts within water utilities, trade or municipal associations, and local or state government agencies.

**Location**

While this is a remote position that supports our work nationwide, the Funding Navigator Manager will preferably be based in EPA Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas) or Region 7 (Iowa, Kansas, Missouri, Nebraska). We anticipate that this position will require travel 1-2 times per month for project meetings and regional convenings, but possibly more often depending on the candidate’s interest and the way in-person engagement is working for the candidate and potential partner communities. Travel for other national events will occur approximately 1-3 times per year. Work other than travel is done at the candidate’s home office.

**Salary Range**

$80,000-$90,000 based on experience and qualifications.

**Benefits**

EPIC offers an excellent benefits package that includes health, dental and vision care, 401k contributions, and four weeks of paid time off.

**Applying**

Qualified candidates should send an email to Lilly Slaughter at lslaughter@policyinnovation.org with “Manager, Funding Navigator” in the subject line. Please include a resume and a cover letter labeled with your last name, followed by the document type (e.g. “Ibrahim_Resume”).

We believe that including more people from a broad diversity of backgrounds, including people of color, people from working class backgrounds, women, and LGBTQ people, is essential for achieving our vision. We strongly encourage applications from people with these identities or who are members of other marginalized communities.

We know there is not one ideal candidate who has all the traits listed in this job post. If you have a mix of interests, skills, and related experience - and a passion for this work - please do not let a gap in your strengths stop you from applying for this role or reaching out.

Thank you for your interest in working with EPIC!