



Job Title: Water Programs Manager
Employer: Resource Central; Boulder, CO
Job Status: Full-time, Exempt
Reports To: Program Director: Water & Energy

About Resource Central

We're thirty people in Boulder determined to make conservation so simple that people don't even realize they're doing it. Founded in 1976, our nonprofit's programs in water, energy, and waste have helped more than 500,000 people improve their homes, conserve natural resources, and save money. Learn more at: ResourceCentral.org.

Job Purpose

Water is one of the most important issues facing Colorado – and we're looking for a proven leader to help expand our conservation programs throughout the region. Resource Central, through a variety of popular conservation programs and in partnership with over 30 water providers, helps homeowners across the Front Range learn about and practice water conservation and sustainable landscaping. With a goal of conserving one billion gallons of water by the year 2020, Resource Central is at the forefront of empowering Colorado residents to use less water through our assortment of approachable, practical, and fun program offerings. The Water Programs Manager will be responsible for providing leadership, staff supervision, and day-to-day management for all Water Audit & Retrofit Programs, including but not limited to Slow the Flow, Flush for the Future, the Landscape Consultation program. The incumbent will also contribute to other water conservation programs as needed.

Principal Responsibilities

The principle duties of this position include, but are not limited to, the following:

- Maintain and build upon the success of the Slow the Flow, Flush for the Future and Landscape Consultations programs.
- Supervise program staff and volunteers.
- Develop strategic direction for these programs and lead implementation.
- Establish and maintain partnerships with existing key program partners, as well as new partner development.
- Analyze program systems, processes and procedures and implement improvements. Document all processes.
- Provide financial management for each program and have responsibility for each program's Profit and Loss statements.
- Track and monitor program metrics to ensure objectives and goals are met and proactively communicate and report program information
- In collaboration with senior staff and outside stakeholders, create and implement a marketing plan related to meeting or exceeding all goals of program participation.
- Day-to-day management of programs, including but not limited to:
 - Work with over 25 Colorado utility partners to manage marketing, communication, and program logistics
 - Work with other members of the Audit and Retrofit team to hire and train seasonal staff
 - Ensure high quality services that meet the needs of both partners and homeowners

Desired Outcomes

- Meet all impact and financial goals, and continue to be important part of Resource Central's water programs mix and demonstrate effective day-to-day program management.

- With senior staff, growth strategy for programs developed, formalized and implemented, leading to significantly expanded program impact and improved program performance.
- Continuous system improvements, leading to improved program impact and efficiency.
- Active participant in all water program areas, leading to increased impact, success and recognition for Resource Central's water program work.

Skills and Abilities

- Ability to take initiative, solve problems and manage projects independently
- Superior communication skills and attention to detail
- Strong critical thinking and strategic thinking skills
- Ability to prioritize and multitask effectively
- Ability to supervise and motivate staff and volunteer work force
- Volunteer recruitment and management skills
- Excellent computer skills
- Familiarity with water conservation, irrigation systems, indoor plumbing systems, and/or water-wise landscaping strongly preferred

Essential Functions

- Proven experience leading a project or program with minimal supervision
- Must have valid driver's license and access to a working vehicle. Travel to other Front Range cities occasionally required.
- Must be able to complete physical labor, including being able to safely lift a maximum of 30lbs or walk 3 miles at a time. While the role is primarily based in our Boulder office, must be willing to work outside in most conditions, as needed.
- Additional time may be required, including occasional weekend and evening work.

Desired Qualifications

- Bachelor's degree
- Minimum of 3-5 years of work experience in program management/coordination
- Experience developing, tracking or managing budgets
- Experience leading marketing efforts and gaining buy-in from multiple stakeholders to accomplish shared goals

Expectation for All Employees

Support Resource Central's mission and exhibit a commitment to:

- Promoting innovation, excellence, and respect for the long-term sustainability of our environment,
- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities,
- Embracing personal responsibility and accountability for your job.

To apply please send a cover letter and resume to HR@resourcecentral.org with the subject line "Water Programs Manager"

Resource Central is dedicated to equal employment opportunities. We provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, sexual orientation, race, color, religion, national origin, disability, marital status, military status, gender expression, genetic information or any other classification protected by applicable state or local law. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.