

Water Research Foundation, an international non-profit organization that sponsors research on behalf of its water utility and organizational subscribers, is currently seeking a Research Manager (RM) to help fulfill its mission of advancing the science of water to improve the quality of life.

The successful candidate will be accountable for creating, maintaining, and disseminating knowledge resources on selected topics of critical importance to water utilities and the water community. The position is also accountable for planning research, managing projects and providing technical oversight to ensure that WRF's research program is scientifically credible and responsive to utility needs. The position is based in Denver, CO but domestic travel of 10-20% is required for conferences and meetings, and occasional international travel may also be required. WRF's work environment allows flexible work hours and telecommuting options. The identified finalist will undergo WRF-sponsored training and mentorship from experienced Research Managers.

Essential Elements:

- Develop and maintain an in-depth understanding of selected water topics.
- Provide a high level of customer service to subscribers through presentations, authorship, conference involvement, professional association membership, and interactions with media.
- Collaborate and coordinate with water industry professionals to plan, procure and monitor the technical progress of research projects.
- Manage projects to ensure fiscal responsibility, timeliness, and contractual compliance.
- Provide technical content, prepare original materials, and respond to requests for information.
- Manage and coordinate the activities of volunteer advisory committees for assigned research projects and research topics.
- Lead proposal development teams in response to external grant funding opportunities.
- Understand water utility needs in order to inform and guide research planning activities, technical oversight of projects, and knowledge management and outreach.
- Interact in person with both volunteers and water professionals to build consensus and solve problems.

Required Qualifications:

- Bachelor's degree in science, engineering, environmental science or planning, environmental policy, or water resources
- Minimum of 3-5 years water experience including documented competencies in technical writing, oral presentation, group facilitation, and working with volunteers and/or committees
- Proficiency with Microsoft Office products including Word, Excel, PowerPoint and Outlook
- Strong organizational skills to meet the demands of managing multiple projects and activities
- Polished communication skills with a wide variety of technical and non-technical audiences

Preferred Qualifications:

- Master's degree in a technical field
- Knowledge of public water utilities and/or the larger water community
- Experience with federal administrative and financial requirements
- Proficiency with Microsoft SharePoint

Please send qualifications, cover letter and salary range requirements to jobs@waterrf.org.