



INNOVATION PROGRAM MANAGER

Do you have entrepreneurship in your veins? Do phrases like ‘business model canvas,’ ‘value proposition,’ ‘customer validation’ and ‘coworking spaces,’ get you excited? Are you a natural connector and motivator? If so, read further! We need you to lead and run our entrepreneurship and technology pilot programs!

THE WATER COUNCIL

Headquartered in the Global Water Center in Milwaukee, Wisconsin, The Water Council is a non-profit economic development organization that drives economic, technology and talent development to support the global water industry. As the leading U.S. cluster, and one of the most powerful water technology hubs in the world, the organization convenes global water leaders and supports more than 190 members from small and mid-sized businesses and large global corporations to engineers, entrepreneurs, utilities, government agencies, education programs and non-profits, with valuable services, programming and networking opportunities. Established as a 501(c)(3) in 2009, the driving force behind its success is the vibrant spirit of collaboration between public, private and academic sectors with a strong, shared commitment to finding innovative solutions to critical global water challenges.

POSITION DESCRIPTION

The Innovation Program Manager is responsible for overseeing all aspects of the BREW Accelerator and Pilot Programs for The Water Council. Working with the Executive Management team and reporting to the Vice President of Economic Development, the Program Manager directs the BREW Accelerator, Pilot Program, and writes and manages grants and funding for the respective programs. The Program Manager will direct both the programs and participating partners to attain The Water Council’s strategic goals established in the organization’s Leadership Vision.

KEY FOCUS TASKS AND RESPONSIBILITIES

- Manage the recruitment and selection of the BREW Accelerator and Pilot Program participants. This includes actively pursuing potential applicants, management of the application process, oversight of the review and judging process and contracting with selected participants and partners.
- Manage the implementation and execution of the Accelerator’s programming and delivery schedule, which will include active management of the following: partner coordination and oversight, lean business model training, coaching, pitch sessions, and other engagements with the cohorts.
- Plan, coordinate and implement various meetings and events in conjunction with the BREW Accelerator and Pilot Programs.
- Conduct an annual evaluation of participants and partners and develop long-term strategic plans for the growth and development of the BREW Accelerator and Pilot Programs.

- Provide targeted and ongoing one-on-one support to cohort participants (and past participants) to help clear obstacles, collect and review quarterly financial and metric reports, and monitor company progress.
- Manage Accelerator Consultants who work one-on-one with the BREW Accelerator cohort and the Pilot Program awardees.
- Establish an advisory committee for the BREW Accelerator.
- Manage all joint pilot programs with national and international partners.
- Pursue grant funding opportunities for BREW and Pilot Programs. Maintain relationships with current funders and seek additional funding opportunities and partners. Write grant and funding proposals with the support of Water Council staff. Track and prepare necessary narrative and financial reports to funders of the programs.
- With assistance from the CFO, prepare budgets for the programs and related grants. Monitor program activities and expenses in accordance with the budget plan.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS

Master's degree (or related experience) preferred in related fields; business, entrepreneurship or other, a minimum of 3 number of years' experience in managing similar programs or initiatives. The successful candidate will demonstrate the following:

- Bring creativity and new ideas, innovation and energy to the development and execution of the programs. We are aiming for 'best in class' for our programs and to be THE global Accelerator for water technology innovation.
- Passion for innovation and entrepreneurship. Entrepreneurial experience is a plus.
- Ability to quickly 'get up to speed' on various water technology and related industries, and provide value-add advice to the full range of participants.
- Proven experience and understanding of finance and funding mechanisms, policy, advocacy, evaluation, and business strategy as they relate to the startup and commercialization environment.
- Demonstrated ability to cultivate, build, and maintain strong working relationships with individuals from diverse backgrounds and perspectives, as well as engage in the broader partner and provider network.
- Strong leadership and project management skills (goal-setting, organization, and implementation).
- Excellent written, verbal and presentation skills.

TECHNICAL SKILLS: Microsoft Office suite of programs, familiarity with Salesforce.

WORK ENVIRONMENT: The work environment is casual but fast paced with multiple activities occurring at the same time. The employee needs to be able to work independently and efficiently allocate one's own time to handle multiple demands and priorities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the employee to

mainly work in an office environment on a computer. This position can include non-standard hours and flexibility is required. Some travel may be required.

OTHER SKILLS: To perform the job successfully, an individual should demonstrate the following skills:

Administrative

Establish plans – Develop short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Integrate planning efforts across work units.

Develop systems and processes – Identifies and implements effective processes and procedures for accomplishment of work.

Work efficiently – Allocate one's time efficiently; handles multiple demands and completes priorities, efficiently processes paperwork; manages meetings effectively.

Communication

Oral communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions. Ability to speak effectively with board members, employees of organization, members and visitors.

Foster open communication – Creates an atmosphere in which timely and high-quality information flows smoothly between self and others; encourages the open expression of ideas and opinions.

Listen to others – Actively attends to and conveys understanding of the comments and questions of others; listens well in a group.

Prepare written communications – Conveys information clearly and effectively through both formal and informal documents, reviews and edits written work constructively.

Prepare and deliver presentations – Ability to create and communicate information in an effective manner to public groups.

Interpersonal Skills

Build relationships – Relates to people in an open, friendly, accepting manner; shows sincere interest in others and their concerns; initiates and develops relationships with others as a key priority.

Display organizational savvy – Develops effective give-and-take relationships with others; recognizes and effectively balances the interest and needs of one's own group with those of the broader organization.

Value diversity – Shows and fosters respect and appreciation for each person whatever that person's background, race, age, gender, disability, values, lifestyle, perspectives, or interests; seeks to understand the worldview of others; sees differences in people as opportunities for learning about and approaching things differently.

Leadership

Advances change – Questions the status quo and champions new initiatives; acts as a catalyst of change and stimulates others to change; paves the way for needed changes; manages implementation effectively, creatively approaches the status quo.

Motivation Skills

Drives for results – Drives for results and success; conveys a sense of urgency and drives issues to closure; persists despite obstacles and opposition.

Shows work commitment – Sets high standards of performance, pursues aggressive goals and works hard to achieve them.

Organizational Strategy Skills

Commit to quality – Emphasizes the need to deliver quality products and/or services, defines standards for quality and evaluates products, processes and/or services against those standards; manages quality.

Focus on customer needs – Anticipates customer needs, takes action to meet customer needs; continually searches for ways to increase customer satisfaction.

Organizational support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Self-Management Skills

Act with integrity – Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behavior; builds trust with others through own authenticity and follow-through on commitments.

Demonstrate adaptability – Handles day-to-day work challenges confidently; is willing and able to adjust to multiple demands, shifting priorities, ambiguity, and rapid change; shows resilience in the face of constraints, frustrations, or adversity; demonstrates flexibility.

Develop oneself – Learns from experience; actively pursues learning and self-development, seeks feedback and welcomes unsolicited feedback; modifies behavior in light of feedback.

Thinking Skills

Use sound judgement – Makes timely and sound decisions; makes decisions under conditions of uncertainty.

Innovate – Generates new ideas; goes beyond the status quo; recognizes the need for new or modified approaches; brings perspectives and approaches together, combining them in creative ways.

Analyze issues – Gathers relevant information systematically; considers a broad range of issues or factors; grasps complexities and perceives relationships among problems or issues; seeks input from others; uses accurate logic in analysis.

COMPENSATION & BENEFITS: This is a full-time (40+ hours per week) position. The Water Council offers a competitive salary and benefits package.

Apply: Applicants should submit cover letter, resume and both informal and technical writing samples to office@thewatercouncil.com by Friday, April 6, 2018. Please include the position title in the subject line of the email.