

## Manager, Municipal Consortium

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The Canadian Municipal Water Consortium (CMWC) is a national network of senior municipal/utility water leaders who share a common goal of advancing community water servicing. Participants of this network explore strategic issues and decision-making needs alongside their peers and collaborate on select projects. The desired outcomes of the Municipal Water Consortium include a deeper understanding of municipal water servicing and management issues and accelerated adoption of solutions.

### **Responsibilities:**

The Manager oversees the strategic priorities of CWN's Canadian Municipal Water Consortium, including member retention, engagement, and recruitment. They manage day-to-day operations, supervise staff and contracts, and develop annual and multi-year strategic goals and work plans for knowledge mobilization in municipal water management (drinking water, wastewater, stormwater, and urban watersheds). This includes research design, project management, report development, and facilitating workshops and meetings.

### **Accountabilities:**

The Manager reports to the Director, Communities and Climate, although duties will ultimately remain at the direction of the CEO and are subject to change.

### **Key Duties:**

- Lead, manage and grow the CMWC program. Lead membership retention, engagement and development through outreach.
- Lead the development of annual and multi-year priorities and work plans.
- Design and implement initiatives aligned with the CMWC and Consortium Leadership Group (CLG) goals, collaborating with stakeholders. This requires working with different stakeholders (CLG members, academics, industry, government representatives, etc.) to design and scope initiatives and determine the most effective method for delivery of knowledge and value through research calls, conferences, meetings, collaborative projects, workshops, webinars, reports and communications.
- Oversee project implementation, including the development of knowledge products and expert reviews.
- Oversee the execution of all CMWC-related contracts and agreements, in addition to other non-municipal related contracts as necessary, including budget management, meeting deadlines and deliverables, membership invoicing, and coordinating and completing required reporting.
- Monitor existing and emerging national and regional water-related issues and research relevant to the municipal sector to inform annual initiatives.
- Convene the Municipal Consortium Advisory Committee to obtain insights into strategic priorities.
- Integrate MC programming with adjacent areas (e.g., water and health, water and climate).
- Supervise Program Advisors and contract staff, providing coaching and mentoring and ensuring their growth and development.
- Collaborate with operations, communications, and technology teams to produce knowledge-based products and reports.
- Lead CMWC communications using various tools and platforms (e.g., SharePoint web portal).
- Design, implement, and facilitate CLG meetings, workshops, and conferences, coordinating speakers, content and securing sponsors.
- Engage with municipal water sector leaders and represent CWN at relevant conferences.

- Promote a positive work culture within the Consortium and CWN team.
- Contribute to the internal Business Development Committee and funding applications.
- Support program development for the Blue Cities conference, CWN's national flagship event.

### **Qualifications and Experience:**

- Minimum six years of direct experience in municipal water management, with at least three years in program management, partnership, or research/innovation roles.
- Relevant Canadian municipal water sector experience and knowledge in drinking water, wastewater, urban watershed and stormwater management
- Understanding and knowledge in a broad range of municipal water management areas, usually obtained through post-graduate studies or professional designation in a relevant science, engineering, planning or related field.
- Familiarity with decision-making needs and processes of senior water managers in municipal governments and water, wastewater and stormwater utilities.
- Demonstrated information and knowledge synthesis skills, including the ability to discern the implications of complex and scientific information on municipal water management decisions
- Experience collaborating with diverse groups, including municipal, corporate, research, government, and NGOs.
- Preference will be given to candidates who are bilingual in French and English
- Knowledge in and application of program development principles and approaches
- Effective communication with senior researchers, government officials, and executives.
- Strong organizational and project management skills.
- Extensive network in the municipal water sector is an asset.
- Experience in knowledge mobilization.
- Excellent communication skills, including plain language writing.
- Political acuity.
- A proven track record in leading, managing and participating in high-performing teams
- Team leadership and supervision experience, including coaching and conflict resolution.
- Experience in designing and facilitating workshops and meetings with multi-sector or multi-disciplinary groups.

## **Why Canadian Water Network**

We have a collaborative culture filled with genuinely good people who want to make an impact in the water sector by mobilizing knowledge with current and emerging water leaders across Canada. Our goal is to advance, accelerate, and improve decision-making in the water, health, climate, and communities space.

This role offers challenging but rewarding work experience, with a standard commitment of 35 hours per week. We understand the importance of balance in our lives and encourage you to prioritize yours. Our flexible work policy is designed to accommodate individual situations, offering a hybrid environment where most staff work from home and convene in person several times a month. Although our offices are based in Waterloo, Ontario, we consider candidates from anywhere in Canada in support of our pan-Canadian network. Fully remote positions are also an option. You must be a resident of and have the legal right to work in Canada. This position requires some domestic travel.

The Manager, Municipal Consortium is a full-time position starting March 1, 2025 or earlier. The salary

range for this role is **\$90,000 - \$110,000**, plus benefits and vacation. Join us in this exciting journey as we strive to make a difference in the water sector. Your contribution will be valued, and your professional growth, nurtured.

## Application instructions

Please send your resume and cover letter in English, sharing your interest in this position to [careers@cwn-rce.ca](mailto:careers@cwn-rce.ca). Our commitment is to support a diverse, equitable, and inclusive work environment and hire the best candidate.

To eliminate any bias in our application review process, please withhold all identifying information from your application's attachments (including your name, address, personal social media accounts, etc.). Your name and contact information should be included in the body of your email so we can contact interview candidates.

We will be conducting interviews in mid-January 2025.