



Job Description

JOB TITLE:	Environment Program - Water Research Associate
LOCATION:	San Francisco, CA
FULL/PART TIME:	Full-time
REGULAR/TEMPORARY:	One-year appointment
EXEMPT/NON-EXEMPT	Exempt

BACKGROUND

The S. D. Bechtel, Jr. Foundation was created in 1957 by Stephen D. Bechtel, Jr., a dedicated philanthropist and successful business leader. The Foundation is focused on advancing a productive, vibrant, and sustainable California.

Because California faces many challenges that need attention now, the Foundation decided to invest all its resources by 2020 to spur significant, meaningful change -- sooner rather than later.

The Foundation's two program areas are Education and Environment. The Environment Program includes Water and Land sub-programs, and the Water sub-program is focused on advancing a more sustainable water system that can meet the needs of people and nature.

The Water Research Associate will work with the Program Director and a Senior Program Officer on special projects designed to enhance the durability of the Foundation's water grant portfolio.

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Water Research Associate will serve as an internal resource for the Foundation's Water sub-program, with an emphasis on the design and execution of multi-party meetings and convenings. S/he will:

- Work in close collaboration with program staff to design and execute multi-party meetings; tasks may include drafting meeting invitations, preparing meeting materials (memos, articles, participant biographies, etc.), creating annotated agendas, taking meeting notes, and follow up with participants to confirm and drive towards next steps.
- Work in close collaboration with program staff to identify and summarize common themes or projects across the water portfolio through memos and presentations. For example, projects could include preparing a written summary of funded research, presenting a snapshot of ongoing evaluations, etc.
- Work in close collaboration with program staff to identify solutions to water challenges that are applicable in states other than California (groundwater, environmental flows, markets, data) and write brief memos that compare and contrast challenges and opportunities.
- Assist in the development of reports and updates to the Foundation's Management and Board
- Take on other projects as assigned.

The Water Research Associate is a one-year position. The hope is that a Water Research Associate would leverage the learning and networks built during their time with the Foundation to move into roles of influence in the water field.

QUALIFICATIONS AND SKILLS

- Analytical and structured thinker with the ability to spot patterns and synthesize inputs from multiple sources.
- Strong and nimble communicator, comfortable working with diverse audiences and stakeholders; excellent writing skills.
- Knowledge of and interest in water policy and infrastructure, with a desire to learn about water solutions in California and across the Western United States.
- Creative and skillful in organizing and presenting data.
- Excellent time management skills, results-oriented and able to prioritize and manage multiple projects concurrently.
- Able to distill high-level visions into concrete action items and deliverables; strong project management skills.
- Excellent interpersonal skills; works well independently and with a team.
- Adaptable and able to hit the ground running with new projects.
- Advanced in Microsoft Office Suite.
- Bachelor's degree and 1-3 years relevant experience required.
- Integrity, good judgment, flexibility and a sense of humor.

PHYSICAL DEMANDS

A candidate must have the ability to communicate clearly through both oral and written means and to sit for extended periods both in meetings and at a computer.

SALARY AND BENEFITS

A competitive compensation package is available, including a salary commensurate with qualifications and experience, and a comprehensive benefits package.

APPLICATION PROCEDURE

Please submit an email with "Water Research Associate" in the subject line, a cover letter and resume to SDBJrRecruiter@sdbjrfoundation.org by August 3, 2018. Please provide all information electronically, no phone calls.