

POSITION DESCRIPTION

Position title: **Manager, Strategy and Business Planning**

Category: **Full-time position**

Reports to: **President, Water.org**

Location: **Kansas City, MO**

About Water.org

Approximately 660 million people – about one in ten – lack access to improved water sources. More than three times that many - 2.4 billion people – are unable to access their own toilet. These are the people Water.org serves. We are a global nonprofit dedicated to solving the water and sanitation crisis – in our lifetime. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven and market-based initiatives to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed the lives of more than four million individuals living around the world; ensuring a better life for generations ahead. You can learn more at www.water.org.

Position Overview

In this newly-created position, Water.org seeks a strategic, data-driven performer who can enhance our organizational effectiveness by developing frameworks, processes and communications to drive success. Reporting directly to the President, this individual will work across departments in the organization to help develop and communicate our strategy, operating plans, and key insights. S/he will use data and insight to help shape future strategy and to tell the story of Water.org's impact within a strategic context. S/he will facilitate innovation by managing execution of the philanthropic fund that fuels expansion at Water.org (New Ventures Fund) and by conducting ad hoc analyses to inform emerging approaches. S/he will support the Water.org President and team to develop organizational capacity through enhanced Board and staff communication and engagement.

Key Responsibilities

Strategic and Operational Planning

- Serve as lead for Water.org strategic plan development, collaborating with internal and external resources to define and distill our strategic direction, potential impact, approaches and key priority initiatives.
- Lead annual Operating Plan development and review at Water.org, collaborating with finance team and supporting senior leaders in framing their objectives and initiatives and the CEO and President in establishing and managing core priorities
- Implement quarterly business review process and requisite analytical frameworks and templates; play key role in supporting and leading management review of key milestones and progress.

New Ventures Fund Management

- Support planning process to identify highest potential new initiatives that will drive Water.org scale and success and help build program pipeline

- Lead process to identify potential impact of innovation ideas, to prioritize them across Water.org programmatic areas, and to define and monitor outcomes
- Work with communications resources to tell the story of innovation and progress at Water.org to our New Venture Council and constituents through our New Ventures Fund program results
- Working with Water.org President, CEO and key department leads, help determine agenda and messaging for New Venture Council meetings
- Ensure ongoing operational excellence in budgeting for, tracking, and reporting against New Venture projects

Board Engagement and Communication

- Support President and CEO in crafting agenda and story for Water.org board meetings and ongoing communications, collaborating with Water.org team to develop key messages and communications to ensure success and engagement
- Support Water.org President and Chair of Nominating and Governance Committee in board development and engagement and other board committees and task forces as needed
- Ensure best practice management of and engagement with Water.org board, benchmarking as needed against top tier organizations, implementing practices and engaging resources as needed

Development and Dissemination of Core Insights to drive Water.org success

- Working with programs teams at Water.org, capture and communicate key organizational insights and impacts to external audiences in order to secure partnerships for impact
 - Strong Integration with Monitoring & Evaluation, Global Advocacy, WaterCapital and International programs teams
- Partner with HR, Marketing and other teams to share key insights, successes, and communications that engage, inform, and inspire Water.org global team

Strategic market analysis and opportunity landscaping of key initiatives

- Complete market analysis and opportunity review for emerging initiatives that drive innovation and growth, as needed and directed

Additional duties, as required and assigned

Qualifications

- Minimum five years' experience within top tier management or development consulting firm or within strategic planning or finance roles at complex for-profit or not-for profit organization. Combination of both consulting and planning experience preferred.
- Bachelor's degree required; MBA preferred.
- Strong proficiency with Excel, PowerPoint, and data analysis approaches and tools to drive business insight.

Skills and Competencies

- Global orientation; experience delivering solutions in global development context preferred
- Data-driven leader with demonstrated success in developing and using financial analysis, data and metrics to drive business decisions and influence outcomes
- Strategic thinker, with experience developing strategic and operational plans that drive success within complex environments
- Strong collaborative orientation, with excellent relationship-building, communication and persuasion skills and a track record of earning and demonstrating trust
- Demonstrated success working in a growing, fast-paced entrepreneurial organization
- Self starter, with a bias for action and results
- Nimble learner and quick study with strong ability to distill complex information into core essence and to actively problem-solve and learn from both success and failure
- Courageous team member willing to address difficult issues with candor and timeliness while maintaining relationships
- High ethical standards and commitment to Water.org values

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

Application Information

Please apply at <http://water.org/about/careers/>. Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES.

Deadline: None. Position open until filled.

Water.org is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment.