



GREAT LAKES AND ST. LAWRENCE
CITIES INITIATIVE
L'ALLIANCE DES VILLES
DES GRANDS LACS ET DU SAINT-LAURENT

U.S. Policy Manager

Great Lakes and St. Lawrence Cities Initiative

September 2024

General Job Description:

The Great Lakes and St. Lawrence Cities Initiative seeks a U.S. Policy Manager to manage the U.S. side of our Mayors Commission on Water Equity and support other water-equity policy efforts of the Cities Initiative, including the [Great Lakes Lead Pipes Partnership](#). Specifically, the U.S. Policy Manager will work with the Mayors Commission on Water Equity to mobilize Great Lakes mayors to accelerate equitable lead service line replacement and advocate for funding and policies to address the water-equity needs of their respective communities. This position will also be responsible for ensuring the inclusion of marginalized and Indigenous communities in our policy initiatives.

The Mayors Commission on Water Equity is a mayor-led body dedicated to promoting equitable access to clean, safe, and affordable water for all residents of the Great Lakes and St. Lawrence River Basin. The Commission focuses on several priorities, including lead service line replacement, water affordability, water workforce development, and urban flooding, advancing them through advocacy, collaboration, and education. The Commission's U.S. policy agenda is accessible [here](#) and [here](#).

Major Responsibilities:

- Provide day-to-day management of the U.S. side of the Mayors Commission on Water Equity by:
 - Recruiting and retaining U.S. members;
 - Tracking relevant legislative and policy issues at the U.S. federal, state, and local levels;
 - Circulating regular updates and keeping informed U.S. co-chairs and members;
 - Identifying advocacy, collaboration, and education opportunities for the Commission;
 - Organizing virtual and in-person advocacy meetings, press conferences, and other events to advance the Commission's U.S. policy agenda, coordinating all necessary logistics and preparing U.S. members for successful engagements;
 - Crafting key messages and actionable recommendations;
 - Running meetings of the Commission and U.S. Advisory Team; and
 - Handling all administrative tasks.
- Lead day-to-day engagement of marginalized and Indigenous communities in our policy initiatives, especially water equity.
- Develop and maintain a deep understanding of U.S. members' water-equity challenges through research and consultation.
- Cultivate enduring relationships with key U.S. federal and state stakeholders and partner organizations focused on water-equity issues.

- Support the Chief Policy Officer in managing the Great Lakes Lead Pipes Partnership by soliciting and integrating input from community-based organizations, handling all administrative tasks, and assisting on specific assignments.
- Determine organizational policy priorities on water-equity issues in close consultation with the Mayors Commission on Water Equity, the Commission's U.S. Advisory Team of subject matter experts, and the Board of Directors.
- Help coordinate organizational efforts to build towards strong compliance with the proposed Lead and Copper Rule Improvements.
- Contribute to organizational and Policy Team preparations for the Annual Conference/Annual General Meeting, Mid-Year Meeting, Board of Directors meetings, Great Lakes Day, One Water Summit, webinars, and other key events, as assigned.
- Draft content for communication and policy products, including but not limited to the annual report card, monthly newsletter, federal priorities, member resolutions, and lead service line replacement case studies.
- Assist with funder relations and grant management/reporting.

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- **Key Qualifications and Competencies:**

- Minimum three years' relevant professional experience, ideally in the water-equity space.
- Past experience working with marginalized and/or Indigenous communities is preferred.
- Past experience managing funder relationships and grant management/reporting is desired.
- Substantial knowledge of U.S. federal, state, and/or local policies related to lead service line replacement and other water-equity issues.
- Superior oral and written communications and presentation skills.
- Proven ability to analyze legislation and policies, develop key messages and actionable recommendations, and implement advocacy tactics.
- Sound judgement and strategic decisionmaking.
- Effective interpersonal skills and evidence of teamwork.
- Demonstrated ability to multi-task, prioritize, and deliver on multiple demands under tight deadlines.
- Eagerness to learn and grow from direct mentorship and professional-development opportunities.
- Self-discipline to work at a virtual organization.
- Fluency in English is required.

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- **Salary and Benefits:**

- \$60,000 to \$70,000 annually contingent on qualifications. Benefits include a healthcare plan, a SIMPLE IRA retirement plan with a two percent employer match, paid parental leave, three weeks' paid vacation, and sick time.

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- **Classification:**

- Full-time (40 hours/week), salaried, professional.

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- **Reporting:**

- This position reports to the Chief Policy Officer and will be an integral member of the Cities Initiative's Policy Team.

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- **Work Location:**
- This position is fully virtual, though it will require limited travel to support organizational events and policy efforts. We welcome candidates based in the Great Lakes region or Washington, DC.
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- **Application Process:**
- Send a cover letter, a resume, and three professional references to Travis Wheeler, Chief Policy Officer, at twheeler@glscities.org. The subject line should read "U.S. Policy Manager – First and Last Name of Applicant." Applications will be reviewed on a rolling basis and accepted until the position is filled.
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- **Diversity Statement:**
- The Cities Initiative is an equal opportunity employer committed to building a skilled and diverse team that represents the communities we serve. We welcome and encourage applications from all individuals, including but not limited to: women, Black, Indigenous, and People of Color, members of the LGBTQ+ community, and persons with disabilities.
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- **About the Great Lakes and St. Lawrence Cities Initiative:**
- The Cities Initiative is a multinational coalition of local governments, led by mayors and chief elected officers, working collaboratively to safeguard the economic, environmental, and social health of communities in the Great Lakes and St. Lawrence River Basin. The organization is committed to stewarding the basin's freshwater and ensuring that all residents have access to clean, safe, and affordable water as the foundation for sustainable, vibrant, inclusive, and resilient communities.

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