



Job Title: Manager of Programs and Communications
Location: Austin, Texas
Closes: Friday, December 27, 2024

ABOUT TAGD

The Texas Alliance of Groundwater Districts (TAGD) is a 501(c)(3) organization dedicated to supporting Texas groundwater conservation districts (GCDs) in their efforts to conserve, preserve, and protect groundwater in Texas through sound management based on local conditions and good science. We serve as a trusted resource on groundwater issues, assist our member GCDs in navigating state requirements, and foster communication among GCDs, the Legislature, state agencies, and the public.

TAGD's membership includes 90 GCDs and over forty organizations working in the groundwater field. As part of our educational efforts, we organize regular business meetings and seminars, as well as the annual Texas Groundwater Summit, a multi-disciplinary groundwater conference attended by more than 450 water professionals. Additionally, we engage in statewide groundwater policy dialogues, conduct continuing research projects on GCDs and groundwater management, and maintain a comprehensive GCD database on TAGD's website.

For more information visit <https://texasgroundwater.org/>

The Manager of Programs and Communications is a full-time position reporting directly to the Executive Director. As part of a small, collaborative team of three, this role works closely with both staff members to ensure the smooth and efficient management of TAGD educational programs, events, and communications. The position requires extensive engagement with TAGD members and the ability to oversee and implement initiatives in alignment with TAGD's mission and policies.

ESSENTIAL FUNCTIONS

- Develop and deliver TAGD's internal and external communications, including weekly updates, news articles, website content, social media posts, and monthly newsletters.
- Assist/Participate in the planning and coordination of TAGD events, such as the Texas Groundwater Summit, including communication of the event, agenda development, marketing, contractor oversight, and some logistical planning.
- Collaborate on the development of TAGD programs and trainings (e.g., webinars, infographics, guides, toolkits) to meet member needs.
- Co-manage TAGD's databases, online member resources, and website to ensure accuracy and accessibility.



- Participate in board and committee management, with a central role in the initiatives of the Information & Education Committee.
- Conduct research, collect data, and coordinate special projects to support TAGD's mission and member needs.
- Serve as a point of contact for members and the public seeking information on GCD operations and groundwater management.
- Engage with water-related organizations and institutions to stay informed on groundwater management developments.
- Research and apply for grant opportunities to support TAGD initiatives.
- Report to and support Executive Director in essential functions.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in communications, marketing, public affairs, or related field required; advanced degree desirable.
- 3-4 years of relevant experience in a communications role.
- Strong organizational skills and the ability to manage multiple projects and deadlines independently.
- Competency with social media platforms, website content management systems, and commonly used software; experience with Canva and WildApricot is a plus.
- Demonstrated ability to write and communicate clearly/succinctly for different purposes.
- Effective, positive, and service-oriented communication style.
- Attention to detail and a desire to improve systems and policies.
- Demonstrated interest in water management and/or natural resource issues preferred.
- Flexibility to work remotely, travel, and occasionally work evening or weekends.

TAGD is an equal opportunity employer. Salary will be commensurate with experience, and includes health care, retirement contributions, and paid time off. Employees are expected to office in Austin, at TAGD's headquarters, with flexibility to work remotely. Some travel is required for events and conferences.

Please submit a resume and cover letter with the subject line "**Manager of Programs and Communications Application**" to:

Attn: Executive Director
tagdexec@texasgroundwater.org

Applications must be received by **Friday, December 27, 2024**.