



## Job Description: Clean Water Manager

**POSITION TITLE:** Clean Water Manager

**LOCATION:** Upstate Forever's Greenville Office or Spartanburg Office (hybrid remote schedule)

### 1) Position Summary

The Clean Water Manager supports organizational efforts to protect and enhance water resources across Upstate South Carolina through strategic initiatives and programs. This is a full-time position based in either the Greenville or Spartanburg office, with a hybrid work schedule. The position reports to the Clean Water Director and requires travel throughout the ten-county Upstate region, as well as periodic travel to Columbia, South Carolina.

### 2) Key Responsibilities

#### a. Grant and/or Project Management

- Identify and evaluate funding opportunities and contribute to the development, writing, and submission of grant proposals to support program goals.
- Lead the planning, coordination, and implementation of projects aimed at reducing nonpoint source water pollution in Upstate South Carolina.
- Coordinate outreach to landowners implementing clean water projects on their properties.
- Manage project timelines, track milestones, and complete required reports to ensure compliance with grant requirements.
- Assist with GIS related tasks, including maps for program work and grant requests.

#### b. Stakeholder Engagement and Advocacy

- Build and maintain strong partnerships with government agencies, community organizations and elected officials.
- Advocate for clean water priorities through participation in task forces, working groups, and professional associations.
- Review local and state water related permits and regulations and prepare, submit, and/or present oral or written comments to advance UF's clean water advocacy priorities.
- Collaborate with other UF policy staff on local and state projects, policies, and/or regulations with water resource implications.
- Respond to citizen inquiries related to water resources concerns throughout Upstate SC.

#### c. Education, Outreach, and Additional Responsibilities

- Develop written content for publication in media outlets, organizational websites, and digital

platforms in coordination with the Communications Team.

- Prepare and deliver presentations to local, state, and federal agencies as well as community organizations highlighting program initiatives.
- Participate in community events to build relationships and promote clean water initiatives.
- Perform other duties assigned by the Clean Water Director.
- Attend organizational events as requested.

### 3) Essential Qualifications

- Experience** – a minimum of a bachelor’s degree, preferably in environmental science, ecology, biology, natural resource management or related field; and at least 5 years professional experience.
- Self-Motivated and Problem Solver** – Comfortable working independently on multiple projects simultaneously, ability to problem solve and a commitment to accuracy and integrity in all aspects of the job.
- Organizational Skills** – Strong organizational and time management skills. Ability to meet deadlines and manage multiple unique tasks with strong attention to detail.
- Technical Skills** – Proficiency with standard office software (including Microsoft Outlook, Word, Excel, and Adobe Acrobat). Working knowledge of ArcGIS software and ability to quickly adopt and use new software as necessary.
- People Skills** – Demonstrated ability to interact with individuals from different backgrounds, ages, and socio-economic levels in a manner that positively reflects the values of Upstate Forever; builds rapport; shows respect for team members and an ability to foster and maintain an enjoyable, rewarding, and productive workplace.
- Communication & Feedback** – Excellent written and oral communication skills. Ability to communicate Upstate Forever’s position effectively with landowners and external partners while maintaining positive relationships; willingness to receive and apply constructive feedback.
- Travel** – Capable of independent travel around Upstate Forever’s ten-county region. Weekend work is needed on rare occasions, and overnight travel is limited to conferences and professional development opportunities. Valid driver’s license required.

### 4) Preferred Qualifications

Any experience with conservation organizations; familiarity with project management, water policy

and water quality, and experience with local, state, and or federal resource agencies.

*Applicants that possess the Essential Qualifications above but do not have the Preferred Qualifications are still encouraged to apply.*

## 5) Compensation and Benefits

- \$58,000 starting salary – negotiable depending on experience.
- Benefits include health and dental insurance, paid time off/paid holidays, and 401K with employer contribution.
- Flexible workplace and scheduling (in accordance with company policy – the normal expectation is that staff are available during the standard workday for meetings and responses to time-sensitive requests).
- Civic Days (up to 16 paid hours per year for civic and/or community service)

**To apply, upload a cover letter and resume to the Bamboo Platform by 5 p.m. EDT on May 29, 2026. No phone calls, please. A limited number of candidates will be interviewed, tentatively scheduled to take place in early June. A hiring decision is anticipated in late June to accommodate a desired start date by mid-July.**

<https://upstateforever.bamboohr.com/careers/32>

**Remote work policy:** Subject to coordination with and approval by supervisor, an employee may regularly work remotely up to four days per week and is required to work from the office one day per week, in addition to attending necessary internal and external in-person meetings. When working remotely, employees must clearly communicate their availability and means of being contacted. Likewise, employees must be reasonably accessible and responsive to internal and external communication. Employees are responsible for their own phone and internet expenses enabling remote work.

**DEI Commitment:** Upstate Forever is committed to diversity, equity, and inclusion. We are taking deliberate steps to build authentic community partnerships and cultivate new leaders at all levels of our organization – from our membership to our staff to our board – to ensure that we better represent the community we serve.

Upstate Forever is an equal opportunity employer.

*Upstate Forever is a nonprofit conservation organization that protects the critical lands, waters, and unique character of Upstate South Carolina.*