



## Position Description

Title: Membership Coordinator - Global  
Classification: Full Time  
Location: Remote; based in Nevada  
Reports to: Executive Director - WaterStart  
Salary Range: Commensurate with experience  
Key Words: customer success, membership satisfaction, project management

Are you driven by a desire to make an impact? Do you have the ability to find new opportunities and build relationships? Can you plan strategically AND roll your sleeves up to get things done? If you've answered "Yes" to these, this role could be for you!

### **About the Opportunity**

This is an exciting opportunity for a Membership Coordinator to accelerate the adoption of water innovation. You will own the role of relationship manager ensuring delivery of membership benefits to water agencies and large consumers. You are inclusive and adept at managing expectations, following a process and delivering outcomes. You will be based in Las Vegas, Nevada and work closely with colleagues in Brisbane, Australia to support members in the United State, United Kingdom & Australia.

### **About the Organization**

WaterStart provides a channel for accelerating the adoption of innovative water technologies driven by the needs of water agencies and large water consumers. Established as a not-for-profit in 2013 in Nevada, US, WaterStart expanded into Queensland in early 2018 and serves members that deliver water to more than 38 million people across three continents.

***Message from the Executive Director, WaterStart*** "We are looking for a Membership Coordinator with a fire inside to support the growth and success of our membership program. Working side-by-side with myself and the whole international team, you will have the opportunity to make a great impact on making more, safer, cheaper water through innovation" - Nate Allen

## Key Responsibilities

- Be the first point of contact for WaterStart members
- Manage the delivery of benefits to members
- Support development of innovation priorities
- Coordinate member reviews of technology
- Manage pilot project contracting & review process
- Maintain relationships and records with subject matter experts, champions and sponsors across the membership
- Organize introduction calls between members
- Support membership events
- Assist with member communications activities

## About You

- Project management experience
- Excellent communication, interpersonal and network building skills.
- Self-driven with strong self-organization and prioritization skills.
- Experience and knowledge of the water sector; procurement; innovation; or commercialization a plus.
- Proficiency using Google for Business and CRM software

You might be a WaterStarter if you answer "yes" to all of the following questions.

- Do you have an entrepreneurial spirit but enjoy working within large organizations?
- Do you know more about water than just "It's our most precious resource"?
- Are you a creative problem solver but think the wheel works just fine as it is?
- Can you lead without being in charge?
- Are you results driven, but consensus oriented?
- Do you regularly exceed people's expectations?
- Can you tell a good story, but hate small talk and gossip?
- Do you like to cook at home and share the results with your coworkers? ?
- Can you see the forest through the trees?

Our values prioritize family and community allowing for flexibility but, in return, we expect high performance and a passion for the mission. If you answered "yes" to these questions and share the same values, we want to meet you!

## To Apply

To apply, please send your current CV/resume and Cover Letter that demonstrates how you meet the requirements of this role to [admin@waterstart](mailto:admin@waterstart). Phone calls are not accepted.

For more information about WaterStart, please visit [www.waterstart.com](http://www.waterstart.com)