

Position: Pennsylvania Program Manager

The Alliance for the Chesapeake Bay, a regional non-profit organization based in Annapolis, MD with offices in Virginia and Pennsylvania, seeks an enthusiastic and creative person to join the Pennsylvania staff to lead program development and project management in its efforts to *Engage Local Communities, Connect People, and Heal the Land and Water* in Central Pennsylvania and throughout the Chesapeake Bay Watershed. The Pennsylvania Program Manager has the opportunity to bring their individual skills and expertise to the organization to shape future environmental efforts.

About the Alliance:

The Alliance for the Chesapeake Bay was founded in 1971. Since its beginning, the Alliance has been in the forefront of restoration efforts in the watershed. The Alliance's core mission is to protect and restore the Chesapeake Bay and its rivers by building partnerships, engaging communities to find collaborative solutions, and connecting people to the Bay and its rivers. The Alliance also leads a wide array of on-the-ground restoration projects.

Job Description:

- Manage multiple complex environmental protection and restoration projects
- Lead and collaborate on securing project funding through state, federal, and other grants
- Build and maintain a diverse array of professional partnerships associated with the environmental, political, and development communities in Central Pennsylvania and throughout the Chesapeake Bay Watershed
- In cooperation with the PA State Director, manage office staff and partners associated with projects to ensure objectives, goals, and deliverables are met in a timely fashion
- Manage project budgets, workloads, and reporting duties
- Organize and direct field events such as site visits, volunteer events, tree plantings, etc.

Qualifications:

- ✓ Bachelor degree in a relevant field.
- ✓ 3-5 years of professional project management experience working in the environmental sector (an advanced degree in a relevant field may substitute as one year of professional experience).
- ✓ Understanding of environmental issues impacting PA communities and local governments.
- ✓ Knowledge of water quality improvement practices related to urban stormwater, agricultural conservation, drinking water protection, forests, riparian and in-stream corridors, and others.
- ✓ Experience with grant writing or other proposal/permit/report writing.
- ✓ Ability to learn and adapt quickly, juggle multiple responsibilities, be well-organized and attentive to detail, and have excellent time management skills.
- ✓ Efficient in problem solving, eager to generate new ideas, and desire to bring individual strengths and skillset to support the Alliance for the Chesapeake Bay's Mission.
- ✓ Confidence and leadership necessary to work independently and to take the initiative on projects, while also functioning as a contributing member of interdisciplinary teams.
- ✓ Interpersonal with professional verbal and written communication skills.

Other Desirable Experience, Interests, and Skills:

- ✓ Experience working with a variety of environmental stakeholders in the professional setting, including (not limited to): local government employees, elected officials, businesses, private landowners, academic institutions, local and regional watershed or conservation groups, and volunteers
- ✓ Knowledge of: Pennsylvania local government structure; municipal environmental obligations stemming from both the state and Chesapeake Bay Program goals and objectives; Chesapeake Bay issues and relation to PA land use and local waterways
- ✓ Software proficiency: ArcMap 10.1 or higher or ArcGIS Online; Adobe Creative Cloud, especially InDesign and Illustrator; basic understanding of Wordpress website design & management
- ✓ Experience with design and/or installation of best management practices
- ✓ Understanding of Pennsylvania ecosystems, trees, and other native plants
- ✓ Experience writing newsletters, press releases, articles, or other outreach materials
- ✓ Understanding project management and budgeting.

Supervision: The PA Program Manager will report to the Pennsylvania State Director.

Location: 3310 Market St. Suite A, Camp Hill, PA 17011

Type of Position: Full time (40 hours weekly), with some flexibility for work at home. Requires working some nights and/or weekends depending on established project deliverables.

Salary: \$48,000+ commensurate with experience. Benefit options available.

Closing Date: no later than 5PM on February 18, 2016

To Apply: Send an email with the subject line "PA Program Manager Application" to the Pennsylvania State Director Donna Morelli (dmorelli@allianceforthebay.org) including copies of the following:

1. Cover letter indicating your interest and experience
2. Résumé
3. Names and phone numbers of at least three references

No phone inquiries, please.

The Alliance is an Equal Opportunity Employer. Visit our web site at www.allianceforthebay.org