



Position Announcement: Water Quality Monitoring Program Manager, Richmond, VA

The Alliance for the Chesapeake Bay, a regional non-profit organization based in Annapolis, Maryland with offices in Virginia and Pennsylvania, seeks an enthusiastic and creative person to join the Virginia team to implement and manage the Alliance's Water Quality Monitoring programs and related projects in Virginia, West Virginia, Pennsylvania, Maryland, Delaware, and DC.

This position works with citizen scientists, nonprofit organizations, community associations, as well as local, state, and federal government partners. The Water Quality Program Manager will be responsible for conducting water quality monitoring trainings for volunteers, maintaining chemical water monitoring equipment and supplies; maintaining databases of volunteer data; & maintaining citizen monitoring networks and contracts. This position will also work with the State Director to manage the development of Chesapeake Monitoring Cooperative, requiring coordination of partner organizations in multiple states to collaboratively build the infrastructure of a Chesapeake Bay watershed-wide volunteer monitoring program. The ideal candidate will have familiarity with water quality monitoring protocols, data collection, QA/QC, and reporting methods, as well as project and grant management skills. The position will work with the project grantor, the Chesapeake Bay Program, to meet their goals for the project. Familiarity with the Chesapeake Bay Program mission, structure, and goals is beneficial to this work. The successful candidate must also enjoy working with the public, be comfortable giving presentations, trainings, and speaking publically, and be comfortable working independently, as well as part of a collaborative team. The position requires excellent project management and organization skills to manage budgets, submit grant reports on time, and ensure the project deliverables are completed on time and within their allocated budget. Being highly organized and a self-starter are necessary skills.

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. Learn more about us by visiting our website www.allianceforthebay.org.

Job Description:

The Program Manager will need to be an energetic and independent worker, excited about engaging communities in the Alliance's mission. The following skills are required:

- ✓ Project management – ability to implement and complete projects on time, within specified budget constraints with willingness to learn and adapt quickly, and juggle multiple responsibilities at once
- ✓ Grant management – ability to write grant proposals/complete grant applications, manage budgets, prepare quarterly, annual, and final reports. This requires being well organized, attentive to detail, and having excellent time management skills
- ✓ Ability to recruit, coordinate, and lead volunteer events and volunteer participation at events
- ✓ Ability to coordinate and lead a multidisciplinary, multi-organization team that predominately connects remotely and find creative solutions to encourage cloud based collaboration
- ✓ Interest in and willingness to assist in various Alliance projects carried out throughout the region
- ✓ Develop and maintain strong working relationships with diverse partners, such as other non-profit organizations, local, state, and federal government agencies, businesses, and individuals
- ✓ Comfortable working outside in any weather
- ✓ Some labor may require lifting over 40 lbs.
- ✓ Frequent evening and weekend work, occasional daytime travel to MD and PA, as well as occasional overnight travel is required.

Qualifications:

- ✓ Bachelor's or Master's degree in natural resource management, environmental science, or similar field of study
- ✓ Knowledge of water quality monitoring protocols, quality assurance and quality control requirements, water quality monitoring parameters and techniques
- ✓ Experience managing projects and leading volunteer events
- ✓ Excellent outreach, communication, and presentation skills and experience in public speaking
- ✓ Experience conducting workshops and training events
- ✓ Proficient in MS Office. Experience with Google Drive, Adobe CC, ArcGIS, and WordPress is a plus
- ✓ Experience working with the Chesapeake Bay Program is preferred

Salary: \$35,000 - \$45,000, Commensurate with experience.

Closing date: September 16, 2016

To Apply: Please submit **cover letter, resume, and references** to: [ndeand@allianceforthebay.org](mailto:ndean@allianceforthebay.org) with **Water Quality Program Manager** in the email subject line or mail a hard copy to the Alliance at 612 Hull Street, Richmond, VA 23224
No phone inquiries, please.

The Alliance is an equal opportunity employer.

www.allianceforthebay.org