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POSITION ANNOUNCEMENT: Full-Time RiverWise Program Manager (Richmond, VA Office)

About the Alliance

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose mission is to bring together individuals, organizations, businesses, and governments to find collaborative solutions, to build a strong commitment to stewardship, and to deliver innovative, broadly-supported programs that benefit the land, waters and residents of the Chesapeake Bay. The Alliance implements local programs that connect people to their local river and become directly involved in local restoration efforts. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

RiverWise is a stormwater management and property owner engagement program that aims to improve water quality of local waterways that flow into the Chesapeake Bay. The Alliance has been implementing the RiverWise program for over five years and has worked with hundreds of property owners to install rain gardens, conservation landscaping, rain water harvesting systems, plant trees, and remove impervious surfaces.

Job Description

The Alliance is seeking an enthusiastic person with knowledge of green infrastructure and stormwater management practices to coordinate and manage the RiverWise program. This full-time (40+ hours/week) salaried position will implement and manage multiple grant-funded projects aimed at reducing stormwater pollution and educating the public about the benefits of using green infrastructure design principals.

Major activities and responsibilities of this position include:

- *Grant Management:* Manage grant projects, budgets, and fulfill reporting requirements from multiple funders; Develop, prepare, and write grant proposals.
- *Community Outreach:* Conduct outreach, give presentations, and attend community events; Assist with online/social media communications, article writing, and website development and maintenance.
- *Project and Volunteer Management:* Manage the design, implementation, maintenance, and tracking of stormwater best management practices; manage contractors and/or volunteers.
- *Meeting Facilitation:* Coordinate and lead local green infrastructure meetings.
- *Partnership Building:* Attend and actively provide input and feedback at public meetings of key partners such as RVA H2O, Middle James Roundtable, and others.
- Additional duties as assigned.
- Ensure Diversity, Equity, and Inclusion is considered in all activities and responsibilities of this position, including but not limited to, recruiting and working with volunteers, groups, and contractors in order to follow the commitment made by the Alliance Board Resolution.

Qualifications

- Bachelor's degree in natural resource management, watershed management, environmental science, or similar field of study preferred.
- Knowledge and experience with stormwater management techniques.
- Excellent writing abilities and verbal communication skills.
- Knowledge and experience leading workshops and managing volunteers.
- Excellent computer skills, with experience with databases preferred.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery.

The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

Location

This position is located at the Alliance's Richmond, VA office, under the direction of the Virginia State Director.

Salary

Minimum starting salary: \$45,000, Commensurate with experience. Benefits include leave for holidays, sick, and vacation time and health insurance coverage options. Working hours during the week are flexible and will require some weekend/night hours. Overnight, out of state travel is occasionally required for conferences and meetings.

To Apply

Please submit cover letter, resume, and references to Nissa Dean at ndean@allianceforthebay.org and include RiverTrends Program Assistant in the subject line or mail a hard copy to 612 Hull Street, Suite 101C, Richmond, VA 23224. No phone inquiries please.

Closing date

June 14, 2019