

Director of Administration Position at ICPRB

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For over eighty years, the [Interstate Commission on the Potomac River Basin](#) (ICPRB) has worked with our partners to improve the water quality of the Potomac River through science, regional cooperation, and education. ICPRB seeks a Director of Administration to support the important work of this small, collegial, non-regulatory agency that focuses on water resources, aquatic habitats, drinking water and environmental communication. This is a senior level position, responsible for directing and overseeing the ICPRB administrative section, reporting directly to the Executive Director.

We are seeking a results-driven, hands-on, detail-oriented, and responsive director of administration with strong interpersonal skills who can quickly become a key team player in this nimble organization.

Successful candidates must meet the following requirements:

- Demonstrated understanding of fiscal and cash management;
- Demonstrated understanding of GAAP, CFRs and federal and state grant compliances, knowledge of Uniformed Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200) preferred;
- Deep understanding of contracting process, federal guidelines on procurement, SOWs, RFP/RFQ, proposals, and indirect cost rate negotiations;
- Demonstrated high level of written and oral skills (English);
- Familiarity with Human Resources management, policies and procedures;
- Ability to organize, coordinate, and oversee events and meetings;
- Ability to prepare budgets and supporting materials for annual audit;
- Knowledge of IT infrastructure and hardware; work with IT staff and consultants to plan and design future projects, ensuring network security, and staff training;
- Demonstrated leadership and management skills;
- Must be able to write policies and procedures and follow through implementation;
- Must be highly organized and multi-task oriented;
- Proficiency with Microsoft Word, Excel, Access, and MS Dynamics; and
- Must have at least a master's degree in Business or Financial Administration or CPA with five or more years of experience; a background in accounting a plus.

Currently, the position is budgeted at \$92,000 per year. ICPRB provides an excellent benefits package, including retirement and a generous leave policy. Located in Rockville, MD, ICPRB is an Equal Opportunity Employer that strives to maintain a diverse workforce. No applicant or employee will be discriminated against because of race, sex, gender identity, age, religion, national origin, veteran status, political affiliation, disability, or any other non-job-related factors. Individuals shall be considered for employment and advancement solely based on qualifications and abilities for specific positions.

If you are interested in making a difference in the lives of the more than six-million residents of the Potomac River Basin, please email a cover letter, resume, and salary requirements to info@icprb.org.