



**NEW POSITION**  
**Job Title: Program Officer**  
**Hybrid / Onsite**

**Position Description**

The **Chesapeake Bay Trust (the Trust)** seeks a qualified candidate to serve as a Program Officer on our Program team. The Program Officer is responsible for leading up to three of the Trust's grant programs, supporting administration of existing grant programs and new related grant programs as they are developed, and supporting implementation of the Trust's diversity, equity, inclusion, and justice work plan. This position will support the Trust's core values of learning, science and innovation, engagement of our awardee community, diversity and inclusion, fiscal responsibility, and transparency and accountability. Duties will include assisting potential applicants with ideas and proposal generation; identifying new potential grant applicants and applications; soliciting, reviewing, and administering awards to nonprofit organizations, for-profit organizations, governments, schools, and other applicants that are committed to stewardship actions that restore and protect the Chesapeake Bay and its rivers; and managing partnerships that advance the Trust's program portfolio. The Program Officer will be expected to work a minimum of two days at the Trust office in Annapolis with the remainder of the time worked from a remote location. This person will be a key member of a 28+ person staff and will support both restoration and engagement aspects of the Trust's award program portfolio while reporting to the Vice President of Outreach and Education.

**About the Trust**

The Chesapeake Bay Trust seeks to engage and empower a diversity of groups to take actions that enrich the natural resources and local communities of the Chesapeake Bay region. The Trust is a nonprofit grant-making organization established by state government in 1985. The Trust currently makes 400+ grants and other awards per year ranging from \$100 to ~\$400,000 for projects in the K-12 environmental education, on-the-ground restoration, science, capacity building, and community engagement realms. In the past 15 years, the Trust has increased its grant-making four-fold through various revenues streams under the purview of four Trust departments, with annual awards of approximately \$12-20 million.

**Specific Duties:**

- Serve as a lead for two or three of the Trust's award programs focused on environmental stewardship, resident engagement, education, and restoration, and associated projects in those realms.
- Advertise widely across the state and Chesapeake Bay watershed (depending on the funding source) to identify potential applicants to the award programs, identify what help these applicants might need to apply and successfully complete a project, encourage them to apply, and provide help as they develop project ideas and grant proposals.
- Reactively, respond to potential applicants who have expressed interest in the grant programs, and aid with the application process including the incorporation of sustainable practices considering future climate change impacts, and management of contractors to provide technical assistance.
- Lead the analysis and review of grant applications received by the Trust.

- Lead the refinement and/or development of Requests for Proposals and other program materials for programs managed.
- Prepare grant summary reports and analysis for Technical Review Committees, funding partners, and the Board of Trustees.
- Administer awards in a wide size range (\$2,500 to potentially as large as \$200,000), including preparing grant agreements and contracts, assisting awardees with project issues, reviewing status and final reports, approving payments, reviewing revision requests, and more.
- Work with awardees throughout their project to report successes, discuss and overcome any obstacles to the outcomes, where relevant, management of contractors to provide technical assistance for current or future awardees/partners, and report products to funding partners, the general public (e.g., in newsletters, on the website), and/or the Trust staff.
- Develop a suite of professional development activities, which could include participating in (and presenting at) conferences, at seminars, at symposia, and/or in publications.
- Advance recommendations received from the Trust's external diversity, equity, inclusion, and justice advisory committee and the Trust's internal action team.

## **Skills and Qualifications**

Candidates must have the following skills, abilities, and/or qualifications:

- Experience and a track record of success in engagement of communities in community health and natural resources issues.
- Proficiency in managing both budgets and contracts.
- Experience in engaging underserved and/or historically excluded communities.
- Strategic thinking skills: ability to set priorities, balance short-term and long-term objectives.
- A high level of proficiency in the Microsoft Office suite of programs, especially excel, word, and PowerPoint.
- Exceptional project management and time-management skills, with the ability to manage and meet tight deadlines in order to meet milestones and deliver successful outcomes.
- Ability to conduct site visits to project locations submitted by grant applicants (personal vehicle or access to a vehicle/transportation) and valid driver's license or access to transportation options required to facilitate site visit travel and travel to the office.
- Ability to work independently as well as in group settings.

## **Position Salary and Benefits**

\$50,000-\$60,000 with an excellent benefits package and opportunities for related professional development through workshops, training programs, and conferences.

## **Application Instructions and Deadline**

The position will remain open until filled. Please submit a resume and cover letter. The cover letter must address how your skills and experience are specifically relevant to the job description and duties of this specific opportunity, rather than serving simply as description of your previous positions or experience. Please explain why you are interested in this position specifically and what makes you a good fit.

Link to Apply: <https://cbaytrust.bamboohr.com/careers/29?source=aWQ9MjM%3D>

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, or disability in accordance with applicable federal, state, and local laws. We encourage applications from people of color. Applicants must be currently authorized to work in the United States on a full-time basis. The Trust does not participate in programs that require sponsorship for work visas.