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Position Announcement: **Pennsylvania Agriculture Projects Coordinator**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

Job Description:

The PA Agriculture Projects Coordinator is a fast-paced, full-time position, with supervision from the Agriculture Projects Manager. The Agriculture Program at the Alliance seeks to implement conservation practices with water quality, soil health, climate, and biodiversity impacts across the Chesapeake Bay Watershed. This position will work directly with farmers and corporate partners to plan and implement conservation practices. This position will lead farmer relations and project management, and will support grant applications, partnership development with corporate and nonprofit partners, and grant management. This position will involve extensive fieldwork.

Specific Duties of the Position:

- Lead the planning and implementation of agricultural conservation projects from concept to completion. This includes, but is not limited to, landowner engagement through site visits, partnership facilitation, planning, budgeting, and ensuring long-term success.
- Develop and maintain relationships with farmers, agricultural consultants, contractors, federal and state agencies, corporate partners, conservation districts, and other industry stakeholders.
- Develop project documents, including outreach materials, contracts, budgets, and grant reports.
- Support various grant efforts, including project creation, grant applications, and management of existing project contracts, budgets, workloads, and reports. Ensure project deliverables are achieved.
- Support corporate partners' agricultural conservation strategies and planning.
- Coordinate farmer outreach events and partner meetings, as appropriate.
- Participate in Alliance strategic planning, internal committees, and problem-solving oriented teams as assigned. Contribute to the Alliance's various Agriculture Program team efforts.

Qualifications & Experience:

- Bachelor's degree in Conservation Biology, Sustainability, Agricultural Production, or related field. Candidates with alternative education, but with relevant professional experience, will also be considered.
- 2+ years of professional experience working with farmers or landowners on agricultural best management practices.
- 2+ years of professional experience in stakeholder engagement and/or partnership development.
- Detail-oriented, organized, and able to manage up to 25 farmer projects concurrently.
- Effective communication skills in one-on-one and group meetings.
- Commitment to building relationships with partners and managing project next steps promptly.

Hours and Location: This position will be based in Lancaster County. Travel to farms in the South Central Pennsylvania region will be required. The position will report to the Lancaster, PA office but will have some ability to work from home. Some evening and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position is full-time (40 hours per week).

Supervision: The Coordinator reports directly to the Agriculture Projects Manager.

Salary & Benefits: \$52,500 - \$56,000, commensurate with experience. Competitive benefits include: health, dental, and vision insurance; 403b retirement fund; life insurance; professional development opportunities; vacation, sick, holiday, and other leave; and more.

Application: Please email the information listed below to Careers@allianceforthebay.org, no later than **April 5, 2026**.

Include "Pennsylvania Agriculture Projects Coordinator" in the email subject line. No telephone inquiries, please. Include in your email as attachments:

- Your resume
- A cover letter that addresses the following topics:
 - Based on your experience and education, describe one of the most pressing issues that farmers face in the mid-Atlantic and how you would propose to address it.
 - Describe an experience in which you applied your knowledge of sustainability or conservation to program development or stakeholder engagement.
- A list of 3 professional references