**Partnership for the Delaware Estuary**

## **JOB DESCRIPTION**

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| **Title**: Coastal Resiliency Senior Manager  **Epithet**: Coastal Resiliency Manager | **Grade** / **Step** :C/10  **Status**: Regular Exempt Full Time |
| **Incumbent**: | **Signature**: |
| **Schedule**: 9a.m. – 5p.m. Monday - Friday | **Date**: |

**GENERAL DESCRIPTION**

The Coastal Resiliency Senior Manager manages the day-to-day programmatic activities related to coastal resiliency projects. The Senior Manager manages and oversees the design, development, and implementation of projects and initiatives related to coastal resiliency collaboration and engagement.

**JOB FUNCTIONS**

1. Manages day-to-day operations of PDE’s coastal resiliency work

* Leads multiple coastal collaboration and engagement resiliency programs and activities in coordination with other PDE staff or external partner organizations
* Manages program timelines and budgets, tracks deliverables, and interprets key metrics
* Leads programmatic budgeting and advises on priorities for coastal resiliency
* Writes grant proposals, contracts, and helps secure funding (as needed) related to coastal resiliency projects
* Potentially supervises multiple staff for coastal resiliency initiatives
* Leads and oversees fieldwork, volunteers/staff, and/or meetings related to collaboration and engagement coastal resiliency projects
* Assists in strategic design prioritization for coastal resiliency projects and interprets final outcomes
* Cultivates opportunities with partners based on coastal resiliency-based research and engagement priorities
* Lead on program-level problem solving
* Delegates work tasks to staff and volunteers as appropriate
* Identifies opportunities to position coastal resiliency research and engagement within the broader regional context
* Identifies business opportunities to improve coastal resiliency work through PDE

1. Manages the Infrastructure Investment & Jobs Act projects

* Assists the Executive Director and the Grants Manager in coordinating and managing the Infrastructure Investment and Jobs Act projects internally and externally
* Coordinates communications and grant deliverable monitoring efforts in the Infrastructure Investment and Jobs Act
* Facilitates the connection among Infrastructure Investment and Jobs Act and other PDE programs

1. Other
   * Fosters new and existing partnerships to advance the goals of the Delaware Estuary Programs Comprehensive Conservation and Management Plan and PDE’s Strategic Plan
   * Serves as an ambassador for PDE and the Delaware Estuary Program
   * Performs other tasks as assigned

**REQUIRED SKILLS & EXPERIENCE**

1. Bachelor’s degree from a college or university in environmental science or education or a similar field and 5 years of work experience, or at least 8 years of work experience in a related field such as environmental science and/or management/communications and outreach
2. Mastery in project management and facilitation
3. Strong organizational and coordination skills, multi-tasking ability, and attention to detail
4. Demonstrated ability to work with diverse public and private constituencies
5. Experience leading and working in a team environment with staff, partners and volunteers
6. Demonstrated experience organizing meetings, events, and conferences
7. Proficient in MS Office, and Google suites
8. Excellent written and oral communication skills
9. Valid United States driver’s license and ability to travel to external meetings/field work as needed

**WORKING CONDITIONS**

Time spent in this position will be split between being in an office setting and external meetings. Occasionally, there will be tasks completed in a storage/warehouse facility or in field locations (outdoor, rural settings). Work hours may shift depending on the tides or project assignment. Occasionally, there will be a need to work on a weekend day.

**PHYSICAL REQUIREMENTS**

The incumbent should be able to lift 40 pounds. The incumbent should be able to sit and stand for at least 4hours at a time.

**REPORTING RELATIONSHIPS**

Reports to: TBD

Direct reports: none

**Job Ad**

The Partnership for the Delaware Estuary (PDE), a regional environmental nonprofit organization based in Wilmington, Delaware, is seeking to fill the position of Coastal Resiliency Manager. The Manager supports a variety of resiliency work around the region. The Manager will be familiar with various on the ground resiliency tactics applicable to the region, their permitting, installation, and monitoring. The Manager will provide technical assistance to various partners around the region. The Manager will have an intimate knowledge of New Jersey rules, regulations and ecological working groups to help facilitate and coordinate resilient work in the area. The manager will have vast experience in managing federal grants. The ideal candidate will be organized, excellent writing skills, and have strong communication skills.

The pay for this position ranges from $71,000-80,000 depending on experience. This is a full time (35 hrs./week), exempt position with a competitive benefits package.

Interested applicants are encouraged to submit a resume and cover letter by close of business October 4th, 2022, to apadeletti@delawareestuary.org, or Angela Padeletti, Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801.

Partnership for the Delaware Estuary, Inc. is an Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of religious affiliation, race, age, sex, gender identity, sexual orientation, disability, or any category that becomes protected by federal labor law. Candidates must be able to work legally in the United States.