



September 2024

**Job Announcement:** Freshwater Mussel Program Technical Manager

**BACKGROUND**

The Partnership for the Delaware Estuary (PDE) is a nonprofit organization and is host to the Delaware Estuary Program (DELEP), one of 28 National Estuary Programs. PDE is dedicated to protecting and improving the health of the Delaware Estuary, which supplies clean drinking water for millions of people and provides valuable resources for businesses, governments, and communities including those that are overburdened or economically distressed. PDE pursues clean waters, healthy habitats, and strong communities by:

- Leading science-based efforts to prevent pollution, protect wetlands, and restore mussels and oysters;
- Partnering with governments, nonprofits, corporations, and the public to restore the vital waters that nourish our communities; and
- Fostering care and support for the health of the entire estuary through festivals, workshops, river cleanups and other special events.

**GENERAL DESCRIPTION**

The Freshwater Mussel Program Technical Manager oversees PDE's day-to-day programmatic activities related to freshwater mussel production-based projects as described below.

**JOB FUNCTIONS**

1. Lead the Freshwater Mussel Restoration Program
  - Manage current and future freshwater mussel grant projects and related activities, including (but not limited to) site assessments, surveys, rearing, and reintroduction.
  - Collaborate with the Science Director in managing freshwater mussel research
  - Assist in the preparation and administers grants and contracts to support recovery
  - Implementation actions and related activities through federal, state, and private grant funds.
  - Liaise among state and federal agencies and other partners for freshwater mussel production, conservation, and research.
2. Serve as technical lead on freshwater mussel production and hatchery construction
  - Manage stocks of freshwater mussels in rearing/grow-out ponds in Delaware, as well as new ones that will be established in Pennsylvania and New Jersey
  - Maintains optimal fish and mussel rearing systems and water quality
  - Develop and maintains required permits related to the Freshwater Mussel Program
  - Manages the collection of brood stock, conducts monitoring surveys and analyzes the data using scientific methods and equipment; communicates results in the form of recommendations,

- scientific reports, publications, or presentations; and prepares final reports with scientifically sound conclusions and recommendations.
- Put into practice innovative scientific and technical concepts on freshwater mussel rearing and propagation
  - Lead and facilitate novel equipment design and fabrication as needed
  - Lead field testing and codify unique methods as standard operation procedures. Improve existing procedures based on field observations and partner communication to improve field and lab efficiencies and husbandry techniques
  - Working with PDE's Engagement Team, develops outreach materials, conducts interpretive outreach programs, gives presentations to various groups such as sportsperson and conservation organizations, schools, civic clubs, and professional groups on resource conservation issues.
3. Manage day-to-day operations of freshwater mussel science projects
- Oversee program timelines and budgets, tracks deliverables, and monitors key metrics.
  - Oversee current and future related databases.
  - Assist with grant proposals, contract management, and procedure development (as needed) related to current and future science projects.
  - Assist in the coordination of project-related materials on the website and social media platforms.
  - Lead and supervises fieldwork, volunteers/staff, and meetings related to science projects.
  - Cultivate project opportunities with partners based on project needs and trajectories.
  - Delegate work tasks to staff and volunteers as appropriate.
4. Other
- Foster new and existing partnerships to advance the goals of the Delaware Estuary Program's Comprehensive Conservation and Management Plan.
  - Serve as an ambassador for PDE and the Delaware Estuary Program.
  - Perform other tasks as assigned.

#### **REQUIRED SKILLS & EXPERIENCE**

1. Bachelor's degree from a college or university in environmental science, education or a related field and at least 4 years of work experience in a related field such as environmental science and/or management, or communications and outreach (master's degree may substitute for 2 years of experience)
2. Experience with freshwater mussel identification, population monitoring, propagation and mussel grow out, collection permit compliance, status surveys and data analysis. Candidates with hatchery or aquaculture experience (fish or otherwise) will be the most competitive.
3. Strong project management skills including budget and personnel management.
4. Strong organizational and coordination skills, multi-tasking ability, and attention to detail.
5. Demonstrated ability to work with diverse public and private constituencies.
6. Experience leading and working in a team environment with staff, partners and volunteers.
7. Demonstrated experience organizing meetings, events, and conferences.
8. Proficient in computer programs and information technology e.g. MS Suite. ArcGIS, R, etc.
9. Excellent written and oral communication skills.

10. Valid United States driver's license and ability to travel to external meetings/field work as needed. Boating Safety Certification (a plus)

### **REPORTING RELATIONSHIPS**

Reports to the Programs Manager

Direct Reports: None

### **PHYSICAL REQUIREMENTS**

The candidate should be able to lift 50 pounds and to sit and stand for at least 4 hours at a time. There will be tasks completed in a warehouse/hatchery facility or in field locations including grow out ponds (outdoor, rural settings). Work hours may shift depending on the weather, tides or project assignment. Occasionally, there will be a need to work on a weekend day.

### **SALARY AND COMPENSATION**

The annual salary for this position is \$80,000 for full-time, 35 hours per week. PDE offers a competitive benefits plan for full-time employees, which includes health/dental/vision, paid leave (including vacation, sick time, paid holidays), matching contributions to a Simple IRA, and supplemental employee wellness benefits.

### **TO APPLY**

Interested applicants are encouraged to submit a resume and cover letter by close of business October 23<sup>rd</sup>, 2024: to [mmaxwelldoyle@delawareestuary.org](mailto:mmaxwelldoyle@delawareestuary.org) via e-mail, or to ATTN: Martha Maxwell-Doyle at Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801 via USPS.

*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.*