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Position Announcement: **Pennsylvania Agricultural Program Manager**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose mission is to bring together individuals, organizations, businesses, and governments to find collaborative solutions, to build a strong commitment to stewardship, and to deliver innovative, broadly-supported programs that benefit the land, waters and residents of the Chesapeake Bay. The Alliance implements local programs that connect people to their local river and becomes directly involved in local restoration efforts. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA. The Pennsylvania office is focused on the Susquehanna River and Potomac River Basins in Pennsylvania and New York.

Job Description:

This position will work with the Pennsylvania State Director and office on a wide range of water quality improvement projects focused on agricultural conservation, riparian and in-stream conservation, drinking water protection, and more. The successful candidate should have excellent written and oral communication skills, strong organizational skills, and a basic understanding of water quality and land use issues affecting the Chesapeake Bay Watershed. The ability to form strong relationships and work in partnership with a variety of audiences is essential. The Pennsylvania Agricultural Program Manager will interact often with farmers, other landowners and local residents, and members of the business community, local government, and other nonprofits. This position will involve extensive fieldwork and outreach, including meeting with landowners to conducting field assessments and will thus require field-savviness. Agricultural programs will be a core focus for this position, specifically the coordination of the Turkey Hill Clean Water Partnership, and candidates with skills and field experience in conservation agriculture will be prioritized. Strong candidates will also have experience in partnership coordination.

The successful candidate will show creativity in generating new ideas and problem-solving, as well as project management, leadership, and facilitation skills. The demonstrated ability to facilitate the engagement of a diversity of partners and generate consensus on goals and project ideas is a plus. While the successful candidate will immediately be stepping into existing programs, we are seeking an applicant who can develop creative, innovative solutions, and programs of their own in time.

Specific Duties of the Position:

- Build and Manage relationships with farmers, ag consultants, ag contractors, federal and state agencies, conservation districts etc
- Manage agricultural projects budgets, workloads and reporting duties
- Lead and collaborate on securing project funding through state, federal, and other grants for PA agricultural projects
- In cooperation with the PA State Director, manage office staff and partners associated with projects to ensure objectives, goals, workloads and reporting duties
- Gather and synthesize data and information as needed to build new programs and projects, ensure successful results, and communicate outcomes of work
- Edit and assist in writing grant proposals, newsletter articles, and project reports

- Manage office administrative tasks and other tasks as assigned
- Develop and deliver presentations and workshops to the general public

Minimum Qualifications & Experience:

- Bachelor’s degree in a relevant field and ideally three years work experience in the environmental sector (An advanced degree in a relevant field may substitute for one year of professional experience)
- Experience working with farmers and conducting outreach in support of the implementation of agricultural best management practices
- Experience working with a variety of environmental stakeholders in the professional setting, including (but not limited to): local government employees, elected officials, businesses, private landowners, academic institutions, local and regional watershed or conservation groups, and volunteers
- Ability to work independently on multiple projects with minimal supervision as well as part of a team
- Effective technical writing skills and strong communication skills
- Ability to learn and adapt quickly, be well organized, possess strong attention to detail, and have excellent time management skills
- Commitment to the overall goals of the Alliance for improvement of local waterways and the Chesapeake Bay
- Understanding of basic invoicing and project budgeting

Additional Desirable Expertise, Interests, and Skills:

- Knowledge base of: Pennsylvania local government structure; municipal environmental obligations stemming from both the state and Chesapeake Bay Program goals and objectives; Chesapeake Bay issues and their relation to PA land use and local waterways
- Experience with the design and/or installation of agricultural best management practices
- Software proficiency desired: Google Drive Suite, basic Microsoft Office; ArcMap 10.1 or higher
- Understanding of Pennsylvania ecosystems, flora, and fauna
- Experience writing newsletters, press releases, articles, or other outreach materials

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

Supervision: The Pennsylvania Agricultural Program Manager will report directly to the Pennsylvania State Director.

Hours and Location: The Pennsylvania Agricultural Program Manager will be based at the Alliance’s Lancaster, Pennsylvania Office with some ability to work from home. Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position advertised is full-time (40 hours per week).

Salary: \$45,000+, commensurate with experience. Competitive benefits are available.

Application: Please email your cover letter, résumé, and list of 3 professional references to careers@allianceforthebay.org no later than **Monday, December 16, 2019**. Indicate “Pennsylvania Agriculture Program Manager” in the email subject line. No telephone inquiries, please.