



Position Title: Program Manager, Delaware Watershed Conservation Fund
Department: Government Relations
Location: Remote Temporarily
Reports To: Vice President, Government Relations
Classification: Salaried, exempt, full-time regular, 40 hours per week

Job Description:

The Program Manager, in coordination with the Coalition for the Delaware River Watershed (Coalition www.delriverwatershed.org) and Government Relations Team, administers a small grants program for conservation and preservation projects throughout New Jersey, Pennsylvania, Delaware, and New York. Grants provided by New Jersey Audubon will support cross-sectional partnerships throughout the watershed and support the federal Delaware River Basin Restoration Program's priorities along with the organization's conservation mission. The Program Manager will facilitate capacity building, financial assistance, and peer mentoring opportunities to community groups for implementation of on-the-ground restoration projects with an outcome of a cleaner, healthier, and more equitable Delaware River watershed. The Program Manager will be responsible for executing the request for proposals, selection process, financial reporting, and strategic alignment of Delaware Watershed Conservation Fund priorities. The Program Manager will provide coaching and instructional meets for community groups as they apply and later manage grants.

This is a grant-funded position, and employment is contingent upon grant renewal.

Major Responsibilities:

- Manage all components of specific grants including preparing and editing grant applications and reports as well as fulfilling grant deliverables.
- Collaborate with staff and external partners to identify project priorities and funding needs of the Delaware River Basin Restoration Program
- Communicate the grant program's goals, operational plans, and strategic vision throughout all levels of the NJ Audubon, the Coalition, and to external partners
- Maintain and build relationships with grantees and other strategic partners on a local, state, and regional level
- Manage proposal development process and pre-award issues to a diverse applicant portfolio
- Assemble a stakeholder committee to review all proposal and facilitate the selection process
- Create learning experiences that support grantee's knowledge and technical skills through webinars, proposal labs, and other peer mentoring opportunities
- Advise and mentor grantees on federal Delaware Watershed Conservation Fund priorities
- Provide guidance, training and coaching to awardees on the effective financial management and execution of grants
- Oversee the post-award processes through impact reporting, invoice submission as well as tracking progress toward organizational and programmatic outcomes and goals
- With Project Leads, organize and participate in field tours and site visits
- Meets with potential grantors as needed and can develop long-term outreach plans to recruit and cultivate new organizations, businesses, and government representatives to engage within the NJ Audubon's priorities
- Coordinate closely with entities working on Diversity, Equity, Inclusion, and Justice (DEIJ) issues that impact our most vulnerable communities throughout the Delaware River watershed

- Participate with other NJ Audubon staff to adopt a “team” approach towards daily operations at the assigned center
- Represent NJ Audubon and the Coalition at external events
- Assume additional responsibilities as required for the Coalition and New Jersey Audubon

Qualification/knowledge/skills:

- Four-year degree required.
- At least two years of relevant work experience is also required.
- Experience in developing or administering grants for conservation and restoration projects
- Successful track record in management of all related grant compliance and reporting practices.
- Knowledge of federal agency grant proposal guidelines and portals
- Excellent Computer Skills - Microsoft Office, Excel and PowerPoint
- Excellent written and oral communication skills
- Excellent organizational, time and project management skills with the ability to manage multiple projects, shifting priorities and meet deadlines
- Excellent interpersonal and leadership skills with the ability to relate to and motivate a diverse range of people, exercise cultural competence and inclusion, and accept direction and constructive feedback
- Motivated self-starter able to work independently in the execution of their responsibilities while collaborating with other organizations in various coalitions with the ability to demonstrate initiative and a positive attitude.
- Strong professionalism and work ethic with the ability to exercise discretion and maintain confidentiality.
- Comprehensive understanding of the watershed and Coalition partners is desirable
- General interest in water/environmental/justice/conservation issues is desirable
- Must live in New Jersey or Pennsylvania.
- Must have a valid driver’s license and reliable transportation. Willingness to travel in the watershed as needed.

Starting date: Immediate

Application Deadline: This position will remain open until filled

Salary: \$54,000 to \$58,000 annually

Please submit cover letter and resume to hr.govrelations@njaudubon.org and indicate the Position Title in the subject line.

We are committed to building a diverse team and strongly encourage all qualified professionals to apply. The New Jersey Audubon Society is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability, or any other characteristic protected by law.