

The Chesapeake Bay Foundation seeks a Project Financial Coordinator in the EPR Department to be based at our Pennsylvania office located in Harrisburg, PA.

About the Chesapeake Bay Foundation

Established in 1966, the Chesapeake Bay Foundation (CBF) is the largest regional nonprofit conservation organization dedicated to saving the Chesapeake Bay, its rivers and streams, and the wildlife that call it home through education, advocacy, litigation, and restoration. Since 2010, CBF has engaged in a focused effort to defend and implement the [Chesapeake Clean Water Blueprint](#), a binding federal and state collaborative agreement aimed at reducing pollution to the science-based, legally-affirmed levels established by the U.S. Environmental Protection Agency (EPA). The Blueprint is expected to be fully implemented by 2025. If the states and the federal government achieve Blueprint goals, the Bay will finally—after decades of failed efforts—be removed from the Clean Water Act's impaired waters list. Successfully implementing the Blueprint depends on a well-informed, engaged, active, and diverse constituency of members, advocates, and volunteers who speak up and take action to save the Bay.

CBF has a staff of approximately 230 employees working in offices in Annapolis, Maryland; Richmond and Virginia Beach, Virginia; Harrisburg, Pennsylvania; and Washington, D.C. as well as 15 field education program locations. Our staff and volunteer corps work throughout the region educating students and adults, advocating for clean water policies, restoring waterways, and litigating when necessary.

CBF's headquarters office in Annapolis, Maryland is the Philip Merrill Environmental Center, the world's first U.S. Green Build Council's LEED platinum building. In 2014, CBF opened the Brock Environmental Center—one of the world's most energy efficient, environmentally smart buildings—in Virginia Beach, Virginia.

CBF has 200,000 members and supporters and an annual budget of approximately \$30 million. For more information on CBF, please visit our [About CBF](#) page.

About the Hiring Department

Environmental Protection and Restoration (EPR)

CBF's Environmental Protection and Restoration department defends and restores the Chesapeake Bay by protecting the Bay's natural resources from pollution and other harmful activities by fighting for strong and effective laws and regulations; restoring the Bay's essential habitats and filtering mechanisms; and involving citizens in CBF's

environmental efforts by recruiting, training, and incorporating them as effective partners and leaders.

Context of the Position

The Financial Coordinator plays a vital role in ensuring the success of CBF's Pequea and Halfmoon Creek Watersheds Renewal Project by overseeing all financial, administrative, and contractual needs towards implementation of the project deliverables. The position is proactive and collaborative in engaging CBF staff, partners, and contractors in the precise and accurate financial management of the project.

This is a grant-funded position that will conclude when the grant term ends on June 20, 2028. As with any position that is dependent on grant money, there is the risk of unexpected funding problems, and the position can no longer being funded through the grant. IF that should happen, CBF will review the position at that time to determine if it can then be funded from other sources of income within the organization.

Essential Functions

1. Ensure complete, precise, accurate, and timely financial and contractual management of CBF's Pequea and Halfmoon Creek Watersheds Restoration Project.
2. Develop and maintain proficiency in CBF's standard operating procedures and financial management systems.
3. Prepare routine project budget updates, scheduling and completing expenditures and invoices, analyzing variances, and initiating corrective actions.
4. Actively monitor the project budget and provide oversight for accounting of the funds, forecasting expenditures, and advising on annual fiscal year budget creation.
5. Oversee processing of all requests for proposals, contracts, and invoices for the project.
6. Maintain complete and accurate records in support of annual audits and internal reporting, as required.
7. Facilitate preparation and submittal of periodic status reports to appropriate CBF PA office and headquarters staff.

8. Provide logistical support for all project-related conferences, educational programs, trips, and special events to ensure timely and accurate scheduling, contracting, and accounting.

9. Develop and maintain positive and productive relationships with project partners and contractors.

10. Assist, support, update, and advise CBF's Pennsylvania Watershed Planning and Restoration teams and other CBF staff on the financial status of the project.

Professional Experience and Qualifications

An associate degree with a minimum of two years' experience or a bachelor's degree with one years' experience in grant management, financial, and accounting experience. Skilled in the use of various types of office equipment and software programs in word processing, spreadsheets, database, etc. Certification in financial management or accounting is a plus, but not required.

Exceptional communication and interpersonal skills with the willingness to work both independently, proactively, and collaboratively across a multidepartment organization and with external partners, contractors, and suppliers is vital.

Candidates must have a working knowledge of Microsoft Windows and access to an internet connection, as well as a valid motor vehicle license with the ability to use a personal vehicle for work travel (CBF reimburses for mileage driven using the federal government mileage reimbursement rate).

The successful candidate is expected to participate in USDA NRCS sponsored Technical Service Provider training opportunities.

Additional Information

This is a fully grant-funded position that will conclude when the grant term ends on June 30, 2028.

Salary Range: \$52,000 (negotiable)

How to Apply

Using the link below, please submit a cover letter and resume. This position will remain open until filled.

APPLY NOW

CBF offers a 36-hour work week, a flexible telework policy, and for full-time staff, a comprehensive benefits package to include: 20 vacation days, 10 sick days, 2 floating holidays, health, vision, dental, life insurance, and a 403(b) retirement plan with matching contribution. Learn more about [CBF Benefits](#).