



Job Description – Project Manager

Position Overview:

The Project Manager will work with the Sustainable Chesapeake team to ensure that the organization's projects are completed according to agreed upon schedules, budgets, and deliverables. This position touches in the areas of project management, grant administration, and regional collaboration with diverse partners throughout the Chesapeake Bay watershed.

Duties/Responsibilities:

- Coordinate with the Executive Director and Director of Finance & Operations to ensure that Sustainable Chesapeake's projects are completed on time, within budgets, and that they achieve or, ideally, exceed promised deliverables.
- Regularly communicate with partners to arrange meetings, confirm status of project implementation, support grant administration and reporting including project fact sheets, website descriptions, presentations, and final reports.
- Develop and maintain a strong working relationship with project partners that builds trust and supports collaboration.
- Attends regional partnership meetings as appropriate, both in-person and on-line, at locations throughout the Chesapeake Bay watershed.
- Provide support for outreach and education goals and communications plan implementation including working with the Executive Director to keep the organization's website up to date and share information on social media platforms.
- Supports project development and fundraising including support for partner coordination and proposal development.
- Performs other related duties as assigned including organizational administration support.

Required Skills/Abilities:

- Outstanding verbal and written communication skills.
- High degree of interpersonal or "people" skills. Ability to work well with diverse partners.
- Good organization skills are required – and commitment to consistently using organizational project management tools.
- Consistency in meeting deadlines
- Ability to work independently (without oversight) and work collaboratively with diverse teams (such as farms of all sizes and production systems, university and extension



partners, state and federal agency partners, NGOs, agricultural associations, and agribusinesses).

- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with multiple software/communications tools including but not limited to Google Drive workplace tools, Microsoft Office tools, webinar platforms, etc.

Education and Experience:

- Bachelor's degree required in related field (agriculture, environmental science, agronomy, agribusiness). Master's degree preferred.
- At least three years of related experience.
- Knowledge about agriculture and environmental issues in the Chesapeake Bay required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Travel is at times required, including overnight stays and participation in group meetings.
- Must be licensed to drive and able to rent a vehicle if needed for travel.

Location and Travel Requirements:

- Must be located within the Chesapeake Bay and willing to travel throughout the Chesapeake Bay region as needed. Travel up to 1-2 days per week (variable throughout the year). Travel costs are reimbursed, generally at the federal per diem rate.
- Must possess a valid drivers license and be able to provide transportation or able to rent cars needed for transportation.

Other:

- Annual background checks are required for all employees.
- Employees are expected to be sober while on the job and may be required to take a drug test if requested by management.

Compensation:

Salary and job title are commensurate with experience and anticipate to range from Benefits include four weeks of vacation, ten days sick leave, stipend available for health insurance, and a 10% match on employee 401k contributions.

Please email virginia@susches.org with a resume and cover letter.

