



## Job Announcement – Sebago Clean Waters Program Manager

### Overview

Sebago Clean Waters is seeking a new full-time Program Manager to join our team, develop and implement systems (e.g., financial, tracking, reporting) to support our work, and specifically to manage implementation of a [5-year \\$8M federal funding award from the Natural Resource Conservation Service \(NRCS\) Regional Conservation Partnership Program \(RCPP\)](#).

Sebago Clean Waters (SCW) is a 10-member coalition of organizations working toward a shared goal of permanently conserving 25% of the forestland in Maine's Sebago Lake watershed to protect water quality, habitat and economic and community benefits. Since formalizing its collaboration in 2017, the coalition has conserved over 2,000 acres of forestland, engaged numerous business partners, garnered regional and national media attention and secured significant public and private funding for conservation, among other things. To learn more, visit [www.sebagocleanwaters.org](http://www.sebagocleanwaters.org).

### Position Description

The Program Manager is a full-time position that develops and manages the systems to support implementation of the joint SCW work plan, in collaboration with dedicated partners and other SCW staff, to promote the watershed protection, community engagement and environmental justice work of SCW. Responsibilities include:

- Coordinating annual budgeting and providing day-to-day management of SCW revenue and expenses, including coordinating between partner organizations who act as either fiscal sponsors and/or grant recipients
- Coordinating reporting to funders and supporting the Partnership Director in donor relationships
- Acting as primary SCW staff liaison among operations staff of conservation partners and finance staff of fiscal sponsor organizations.
- Coordinating all aspects of RCPP grant implementation on behalf of SCW partners, in close collaboration with Portland Water District finance and project staff, including implementation, tracking, reporting and communication with NRCS, and coordinating conservation work plans between SCW staff/consultants and partner staff work plans
- Scheduling and coordinating SCW partnership meetings and supporting working groups, as needed
- Providing operations support to SCW-approved land conservation and management projects
- Coordinating compliance between SCW projects and sub-grants with NRCS and PWD policies
- Organizing and maintaining partnership files on SCW shared drive

## Minimum Qualifications

- BA/BS degree and 5 years of experience in project management or equivalent combination of education and experience
- Experience negotiating and managing complex agreements
- Significant experience managing financial information, with advanced spreadsheet and related financial tracking skills
- Experience communicating effectively with a diversity of partners in government, non-profit and business organizations and with the general public
- Experience coordinating multiple projects with several variables, setting realistic deadlines, managing schedules and completing tasks independently
- Proficiency with using common software and web-based applications such as Microsoft Word, Excel, PowerPoint, Zoom and Google services

## Desired Knowledge, Skills and Experience

- A personal interest in conserving lands and waters
- Skill working with multiple teams/organizations, taking initiative, leading tasks independently and thriving in a decentralized organization, with minimal oversight.
- Experience managing government and/or private grants or funding
- Experience designing, negotiating and managing contractual agreements
- Excellent communication skills via written, spoken and graphical means
- Strong organizational skills, including time management, accuracy and attention to detail
- Knowledge of watershed management, land conservation, forest management and/or related environmental field(s)
- Experience with the U.S. Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS)

SCW is committed to building a more diverse, equitable and inclusive conservation sector in Maine. We invite a diversity of experiences and ways of thinking, knowing that difference will help our team think and work in creative ways. We highly encourage candidates from all backgrounds, cultures, communities and identities to apply for this position.

**Supervision:** The Program Manager will report to the SCW Partnership Director and be employed by SCW's staff host organization, Loon Echo Land Trust.

**Location:** The position is Maine-based with a remote/home office—preferably in the Sebago region. The majority of work time will be computer-based, and, covid-19 permitting, travel to meetings in the Greater Portland and/or watershed may be needed several times per month.

**Compensation:** \$60,000-\$70,000 annual salary plus paid time off, health and retirement benefits.

**To Apply:** Please submit a cover letter, resume and contact information for three recent references as a single pdf document with a file name [last name]\_[first name].pdf to [kyoungscw@gmail.com](mailto:kyoungscw@gmail.com) by **November 8, 2021**. The search committee plans to begin interviewing candidates within 4 weeks of this date with a goal of onboarding the successful candidate in January, 2022. No phone calls please.