



Job Announcement: Urban Waters Program Manager

BACKGROUND

The Partnership for the Delaware Estuary (PDE) is a nonprofit organization dedicated to protecting and improving the health of the Delaware Estuary, which supplies clean drinking water for millions of people and provides valuable resources for businesses, governments, and communities including those that are overburdened or economically distressed. PDE pursues clean waters, healthy habitats, and strong communities by:

- Leading science-based efforts to prevent pollution, protect wetlands, and restore mussels and oysters;
- Partnering with governments, nonprofits, corporations, and the public to restore the vital waters that nourish our communities; and
- Fostering care and support for the health of the entire estuary through festivals, workshops, river cleanups and other special events.

GENERAL DESCRIPTION

The Urban Waters Program Manager is a forward thinking person who oversees the day-to-day administrative and programmatic activities related to Partnership for the Delaware Estuary's role as the lead of the Delaware Urban Waters Federal Partnership (UWFP) program, and supports other outreach-based initiatives in urban areas located in the Delaware Estuary. The Manager initiates and leads the design, development, and implementation of projects and initiatives related to public and partner engagement in Philadelphia PA, Chester PA, Camden NJ, and Wilmington DE, and other overburdened/under-resourced communities.

JOB FUNCTIONS

Manages day-to-day operations of PDE's Urban Waters work:

- Provides leadership for the UWFP and serves as its location Ambassador.
- Leads and facilitates meetings and events that convene the UWFP organizational partners.
- Coordinates with external partners to ensure the UWFP is relevant and that its organizational membership continues to grow.
- Leads projects and activities in coordination with other PDE staff or external partner organizations, including multiple small collaborative community projects, festivals, and symposia.
- Oversees program timelines and budgets, tracks deliverables, and monitors key metrics.
- Assists in writing grant proposals and grant reporting, contract management, and the development of policies and procedures related to UWFP projects and other urban initiatives.
- Cultivates project opportunities with partners based on shared goals related to the unique challenges faced by urban communities.
- Oversees creation of UWFP-related materials on the website and social media platforms.
- Manages other staff assigned to work on PDE's urban engagement work.



Department and organizational activities:

- Assists with the implementation of efforts related to successful proposal development, grant management, and reporting related to the implementation of the Delaware Estuary Program's Comprehensive Conservation and Management Plan (CCMP)
- Fosters new and existing partnerships to advance the goals of the Delaware Estuary Program's Comprehensive Conservation & Management Plan.
- Serves as an ambassador for PDE and the Delaware Estuary Program.
- Identifies opportunities to position PDE's science and engagement work within the broader regional context.
- Assists the Engagement Director in coordinating and managing local engagement activities.
- Identifies business opportunities to improve PDE engagement.
- Performs other tasks as assigned.

REQUIRED SKILLS & EXPERIENCE

- Bachelor's degree in environmental studies or a similar field from a college or university and 3 years of work experience, or at least 5 years of work experience in a related field such as communications and outreach, or watershed sciences.
- Demonstrated strong project management and facilitation skills. Coordination of projects in urban areas is a plus.
- Demonstrated commitment to and passion for engaging underrepresented communities.
- Sensitivity to cross-cultural dynamics and experience working with a diverse set of partners and team members
- Demonstrated understanding of water quality challenges and solutions.
- Strong organizational skills, multi-tasking ability, flexible mindset, and attention to detail.
- Demonstrated ability to work with diverse public and private constituencies.
- Experience leading and working in a team environment with staff, partners and volunteers.
- Demonstrated ability of problem solving, critical thinking, and decision making.
- Demonstrated experience organizing meetings, events, and conferences.
- Proficient in MS Office and Google suite.
- Excellent written, oral, and interpersonal communication skills.
- Satisfactory background check.
- Valid United States driver's license and ability to travel to meetings as needed.



WORKING CONDITIONS

Time spent in this position will be split between being in an office setting, remote work, and in the community including external meetings. Work hours may occasionally shift depending on task needs. Occasionally, there will be a need to work at night or on a weekend day.

OFFICE LOCATION

110 S. Poplar St., Wilmington, DE 19801

PHYSICAL REQUIREMENTS

The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

REPORTING RELATIONSHIPS

Reports to: Director of Engagement

SALARY AND COMPENSATION

Full time, exempt position with an annual salary of \$55,279. PDE offers a competitive benefits plan for full-time employees, which includes health/dental/vision, paid leave (including vacation, sick time, paid holidays), matching contributions to a Simple IRA, and supplemental employee wellness benefits.

TO APPLY

Closing Date: Until Filled

Send a resume and cover letter explaining your interest in the position to

jharrod@delawareestuary.org or to ATTN: John Harrod, Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801 via USPS.