



Coastal Resilience Program Manager

Restore America's Estuaries (RAE) is the leading national non-profit organization dedicated to the protection and restoration of bays and estuaries as essential resources for our nation. Restore America's Estuaries leads an alliance of 10 community-based conservation organizations representing our nation's greatest estuaries. For more information on RAE, please see our website www.estuaries.org.

SUMMARY

Estuaries are the first line of defense for coastal areas and provide critical protection from climate change impacts. RAE advances nature-based solutions to ensure estuaries remain resilient against the impacts of climate change. RAE seeks a Coastal Resilience Program Manager to lead its Coastal Blue Carbon and Living Shorelines initiatives and to grow and strengthen the Communities of Practice for each. The nature of this position requires a team player with strong science-to-policy communication skills and a positive attitude, as (s)he will have regular interaction with other members of the RAE staff, the RAE President (President), the RAE Board of Managers (Board), and many external partners. The position is located in Arlington, VA and reports directly to the RAE President.

RESPONSIBILITIES

The Coastal Resilience Program Manager will work with the President, Board, and staff to develop and implement effective science-based programs for advancing the science and practice of coastal blue carbon and living shorelines that support the organization's overall mission, strategic plan, and program initiatives to create healthy, resilient estuaries. This position will strategically engage the community of coastal and estuarine focused non-profits, businesses, and key state and federal decision makers to advance the knowledge and practice of nature-based solutions. Main responsibilities fall into three categories:

Lead the Living Shorelines and Nature-based Community of Practice (COP)

- Organize and host monthly or bi-monthly virtual gatherings of the national living shorelines and nature-based solutions community that consist of webinars or teleconferences that keep participants informed and connected via updates on programs, regulations, legislation, etc., and highlight a particular program, project, or approach with discussion by participants;
- Maintain the online Living Shorelines Academy, a one-stop shop for all aspects of living shorelines. Duties include approving users and maintaining content, keeping the "Recent News" and "Forum" sections updated, and working with IT support to ensure overall site;
- Lead organization of biennial national Living Shorelines and Nature-based Solutions workshop, including establishing and working with steering committee to develop content and agenda, coordinating with RAE staff on venue selection, and overall planning and communications; and
- Work with RAE member groups and other external partners to advance living shorelines and nature-based solutions implementation.

Lead the Coastal Blue Carbon Community of Practice

- Grow and support the national Blue Carbon Working Group, including organizing and leading biennial meetings;
- Develop and disseminate technical communication on blue carbon science and efforts;

- Prepare user-friendly fact sheets and other communication materials to explain blue carbon;
- Provide technical and contract support to field teams, including grant management, project reporting and invoicing, budgeting, and overall project coordination;
- Organize and convene blue carbon meetings, trainings, and workshops for coastal partners and stakeholders;
- Maintain blue carbon webpages and create monthly “Blue Carbon Buzz” newsletter;
- Prepare, steer, and update RAE Blue Carbon initiative strategic direction; and
- Work with RAE member groups and other external partners to advance blue carbon science and projects.

Strategic Program Support

- Assist in the development and implementation of an effective strategy to integrate RAE’s Strategic Plan priorities into ongoing federal legislative and administrative opportunities;
- Foster and maintain strong working relationships with key federal agencies;
- Work with RAE staff to prepare and conduct briefings and/or presentations for partners, agencies, Hill staff, and donors;
- Advise the RAE President and Board on potential emerging federal policy and funding opportunities;
- Assist on special projects as needed, such as research projects, reports, and RAE’s National Summit; and
- Assist RAE staff in fundraising, including assisting with developing proposals for funding of policy and advocacy-related projects.

MINIMUM REQUIREMENTS

- Must have a passion for healthy estuaries;
- Strong science background with ability to understand and communicate complex science concepts;
- Persuasive communicator and able to think strategically and adapt ideas quickly;
- Successful track record of juggling multiple priorities in a fast-paced environment;
- Experience building and working with coalitions to leverage success;
- Exceptional verbal, written, and interpersonal communication skills;
- Self-starting and comfortable in small office environment with excellent teamwork skills;
- Advanced degree in related field and at least three years related work experience, preferably in a non-profit advocacy environment;
- Ability to learn at a fast pace, especially about blue carbon and nature-based science concepts and carbon finance/market programs; and
- Strong project management and time management skills.

GENERAL CHARACTERISTICS

Restore America's Estuaries is a drug-free and smoke-free workplace, and an Equal Opportunity Employer. Women, minorities, and people of color are strongly encouraged to apply.

TO APPLY

Please send resume, two writing samples, salary requirements, and cover letter to apply@estuaries.org with “**Coastal Resilience Program Manager**” in the subject line by COB August 2, 2019. **Applications will not be reviewed if incomplete.** Please do not contact the office directly.