

Summary

- Title: Program Director, Long Island Sound Community Impact Fund
- Hours: Full-time, exempt
- Compensation: \$75,000 - \$85,000/annually
- Benefits: 100% employer-paid medical, dental, and vision insurance premiums; generous employer 401(k) contribution; liberal PTO; flexible work environment; annual professional development stipend

Location: Must permanently, physically reside in New York state or Connecticut; travel within the Long Island Sound Study area up to 20%

Background

About Restore America's Estuaries

[Restore America's Estuaries](#) (RAE) is a national alliance of 10 coastal conservation groups dedicated to restoring and preserving America's estuaries and coasts. RAE is a powerful voice for coastal habitat restoration in the nation's capital.

RAE and its member organizations restore coastal habitats nationwide. We have unmatched national reach and effectiveness; our local projects restore coastal wetlands, open fish passages, remove invasive species, build living shorelines, transplant seagrasses, replant salt marshes, and restore shellfish habitat. As the leader of a national alliance, we provide a unified voice for coastal and advance the science and practice of habitat restoration through on-the-ground projects, groundbreaking science, high-level meetings, and our biennial [RAE Coastal and Estuarine Summit](#).

About the Long Island Sound Community Impact Fund (LISCIF)

In 2022, the Long Island Sound Study (LISS) launched a multi-million-dollar program to address environmental justice concerns impacting underserved communities in the Long Island Sound (LIS) region. The Long Island Sound Community Impact Fund (LISCIF) will direct funds and technical assistance to communities affected by adverse and disproportionate environmental and human health risks or harms. LISCIF is a significant step to expand the reach of LISS program benefits – and enhance equitable access and participation in the protection and restoration of Long Island Sound.

There are two components of LISCIF: creating and administering a competitive subaward program and providing a technical assistance program

- LISCIF's competitive grant program will provide at least \$1 million of funding annually in competitive grants (\$5,000 to \$100,000 per award). LISCIF is unique in its focus on supporting underserved communities as well as its structure to provide smaller grants than other LISS programs.
- Technical assistance will be available to help establish or strengthen organizations' ability to ease environmental-related burdens facing their communities. Examples of technical assistance topics include proposal preparation, applying for government grants, and project/financial management. RAE has structured the technical assistance program so trainings will be free, and stipends will be available to approximately 50 individuals per year.

Program Director, Long Island Sound Community Impact Fund

Environmental Justice (EJ) is one of three cross-cutting principles to integrate into all efforts to implement the LISS Comprehensive Conservation & Management Plan (CCMP), along with resiliency to climate change and long-term sustainability.

Qualifications

- Candidate must meet either / or combination of the following qualification:
 - At least five years' experience leading community engagement efforts; environmental justice or with a strong focus on capacity development and training a plus
 - At least five years' experience managing federal, state or foundation grant programs; experience with federal funding, EPA funding a plus
- Ability to solicit feedback and foster consensus from working groups that that will support and engage in this program;
- Demonstrated understanding and commitment to working with underserved communities in the region and the ability to bring relationships from prior work to LISCIF;
- Experience managing vendors; experience with training vendors, meeting facilitators, and event planners preferred;
- Self-starting and comfortable working remotely in virtual work environment with a nationwide team supporting staff member on topics such as DEIJA, communications, finance, and administration;
- Fluency in spoken and written English; multi-lingual skills preferred and highly valued;
- Must reside full-time in New York or Connecticut and be able to travel within the Long Island Sound Study area watershed up to 20% of the time, with some travel outside the watershed; and
- Must have prior authorization to work in the United States without sponsorship.

Primary Duties

Oversee LISCIF Sub-Award Program

- Prepare and issue annual Request for Proposals responsive to LISCIF priorities;
- Establish and facilitate review criteria and expert panels for evaluating and selecting subawardee proposals;
- Establish and oversee guidelines for the program that align with the LISCIF priorities;
- Oversee subawards;
- Work with other RAE staff to ensure funds to subaward recipients are dispensed in a timely manner to reduce unliquidated obligations and as required by applicable grant regulations; and
- Qualitatively and quantitatively measure and report the outputs and outcomes of the environmental results of the LISCIF projects accomplished through the subawards.

Learning Exchange & Training

- Organize an annual learning exchange peer-to-peer tech transfer for subawardees and community-based organizations to learn from one another;
- Solicit input from disadvantaged communities on challenges in addressing environmental burdens to facilitate effective training and capacity building.
- Administer training opportunities for community-based organizations targeting all staff in a broad range of skills areas such as administration, human resources, and program management; and
- Provide technical support to subawardees by coordinating outreach, training, information resources to ensure success with their current grants and building the capacity to apply for other grants.

Communications & Impact

- Regularly update and coordinate with EPA's LISS communications team and the Long Island Study community on activities and impacts from grants and training;
- Work with RAE communications team to develop web-based information in coordination with EPA's LISS team;
- Work with RAE communications team to develop press materials, outreach documents, etc. as needed; work with EPA's LISS communications team on media and events
- Support and review RAE communications (newsletters, fundraising emails, etc.) involving LISCIF; and
- Plan LISCIF session(s) at RAE biennial Summits.

Establish connections with local partners across the region

- Attend relevant Long Island Sound Study meetings to share ideas, identify needs, provide input on program planning, and discuss program accomplishments and progress;
- Actively support the creation of partnerships; network and facilitate subawards to develop and commit to future partnering and implementation efforts;
- Help to identify suitable meeting locations in coordination with local partners; and
- Expand local partnerships with businesses, technology developers, and under-represented organizations.

Program Administration

- Maintain good communications with EPA staff including regular meetings;
- Manage regular performance reporting, including reviewing reports and expenses;
- Coordinate program activities with administrative activities that support sound financial management, regulatory compliance, and program goals; and
- Serve as the main point of contact for ongoing requests or needs of EPA.

RAE

- Participate in team meetings, retreats and events; and
- Provide input and guidance to the Inclusive Coasts Initiative and other DEIJA efforts

Application Instructions

Please send a cover letter and resume to apply@estuaries.org, with Program Director in the subject line by February 24, 2023. RAE is an Equal Opportunity Employer; women, minorities, and individuals with differing abilities are particularly encouraged to apply. If you meet at least 75% of the qualifications of this description, we encourage you to submit an application. Candidates selected for an interview will be notified on a rolling basis. Please email apply@estuaries.org for accommodation requests regarding the application process.

Application Process:

- Initial screening interview
- Video call
- Face-to-face final interviews in Long Island Sound region
- Reference check
- Offer