



Director of Projects

The Lancaster Clean Water Partners (Partners) is a countywide collaborative of more than seventy partner organizations that come together with a shared vision of **clean and clear water in Lancaster by 2040**. The Partners's mission is to collaborate, accelerate, and expand efforts to restore and sustain healthy waterways in Lancaster County. The multi-sector collaboration of this group is essential to accomplishing goals and requires intentional outreach, strategic and strong partnerships, as well as transparency and inclusive practices.

Position Description

The Director of Projects is an experienced project leader who can strategically and successfully manage and implement several multi-million dollar initiatives simultaneously. This position sees and aims all work towards the big vision, aligns collaborative efforts, secures grant funding, executes contracts for the needed project elements, and ensures accountability in every step. The director will use strategies from the Common Agenda to prioritize new and existing work, leaning into the stream delisting strategy as a main anchor. Working closely with the team, this person will oversee delivery of existing and development of new, innovative projects. This position will lead planning, implementation, reporting and tracking for projects such as a Regional Conservation Partnership Project, the Countywide Action Plan (CAP), and more. The director will work closely with the Director of Programs and Partners as well as the Executive Director and will supervise a Project Coordinator.

Job Duties And Responsibilities

- Strategically manage multiple, large scale water quality capacity and implementation projects happening simultaneously, managing shared resources and finances to make sure each project is progressing on time and within budget.
 - Create and follow a systematic, timely, and controlled process for accomplishing all required project tasks, which are diverse and often funder-dependent.
 - Ensure reporting and tracking for projects are completed by deadlines
- Work closely with the Project Coordinator to use the stream delisting strategy to determine where partner organizations share a mutual interest in clean water projects and determine appropriate action plans for each catchment area.

- Collaborate with partner organizations on new project development and grant opportunities to accomplish the projects
 - Oversee the coordination of sub-awardees or subcontractors to ensure contracts, project deliverables, and collaborative tasks are completed.
- Lead new grant applications to agency and foundation sources for project support (National Fish and Wildlife Foundation, Natural Resource Conservation Services, Department of Environmental Protection, private family foundations, etc)
- Provide clear guidance to partner organizations about grant performance expectations and help find resources for the accomplishment of expectations as needed.
- Create the environment for collaboration to include trust, technical capacity, and more opportunities that result in fast paced project implementation
- Maintain an understanding of current water quality project implementation challenges and work with partner organizations to develop comprehensive solutions.
- Contribute to the Partners' culture and core values such as a commitment to equity and justice in our programming and relationships.
- Train, manage, and perform reviews for staff (and contractors when appropriate) who will support these responsibilities and assist in achieving the project goals .

Essential Skills and Requirements

- Experience specifically related to federal and state funding sources including familiarity with the requirements from agencies like NRCS, Environmental Protection Agency, etc
- Must be a flexible team player who maintains an enthusiastic attitude
- High level of maturity, empathy, and grace under pressure
- Excellent written and verbal communications skills
- Strong organizational skills and attention to detail
- Ability to manage and prioritize multiple complex sets of tasks
- Meet hard deadlines
- Ability to effectively interact with a diverse set of colleagues including grantees, trustees, partner organizations, and community members
- A bachelor's degree plus 5 years of experience in grant management and/or project management is requested
- Proficient with tools and software such as Microsoft Word, Google Suite products, EasyGrants, Foundant, Field Doc, and the NRCS online portal and willing/able to learn specific software tools (e.g. PracticeKeeper, mapping tools).
- Current and valid driver's license

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. Our job descriptions are guidelines, not hard and fast rules.

Your experience, which may include paid and unpaid experience, including volunteer work, helps build the competencies and knowledge that translates to success in a position. Diversity of experience and skills combined with passion is a key to innovation and a culture of excellence.

Salary and Benefits

This is a full-time position expected to work 40 hours per week. The position will be physically located in the Lancaster County Conservation District office at the Farm and Home Center in Lancaster, PA, and offers a hybrid work schedule. The position is grant-funded but intended to exist beyond the life of the current grants if possible. The organization has a strong commitment to sustaining this role.

Applications

Applications are due November 11th. Candidates should submit a cover letter and resume to agibson@lanastercleanwaterpartners.com.

Salary Range: \$75,000+ as well as a full benefits package

The Partners offer competitive compensation and benefits as well as a flexible work environment; diverse candidates are encouraged to apply. The Lancaster Clean Water Partners and the Lancaster County Conservation District are proud to be an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Organizational Overview

The Lancaster Clean Water Partners is a subsidiary LLC of the Conservation Foundation of Lancaster County, an independent 501(c)(3) organization whose mission is to promote, support, and sustain the stewardship, education, and conservation activities undertaken by the Lancaster County Conservation District and other local partners. The person filling this position will be an employee of the Lancaster County Conservation District but will focus completely on the work of the Lancaster Clean Water Partners.