

VERMONT HOUSING & CONSERVATION BOARD
Job Description

Position: Clean Water Program Manager
Reports To: Conservation Director
Classification: Regular, full-time, exempt

Responsibilities:

The position will support the Vermont Housing and Conservation Board's work as the Clean Water Service Provider in the Memphremagog Basin and other VHCB water quality related activities. The Clean Water Manager will primarily help VHCB oversee non-regulatory water quality projects in Basin 17 under Act 76, the Clean Water Service Delivery Act of 2019 to meet phosphorus reduction targets. The Clean Water Manager will contribute to achieving Vermont's clean water goals as well as VHCB's overall conservation mission with a focus on water quality.

1. Clean Water Service Provider Program Management
 - Manage, in coordination with Conservation Director, program development and day-to-day operations of the Clean Water Service Provider (CWSP) work to identify, implement, operate, and maintain non-regulatory water quality projects in the Memphremagog Basin.
 - Support the establishment of, and provide ongoing support to, the Basin Water Quality Council including membership communication and training, meeting planning, governance and operational procedures, and project evaluation process.
 - In coordination with VHCB's financial and administrative staff, develop and maintain systems for grant tracking, reporting, contracting, data management and other activities related to CWSP services for financial and/or programmatic requirements.
 - Prepare written reports as needed for grant deliverables and accountability. Provide data on project development, funding, results, and the tracking of nutrient reductions to the State's Watershed Projects Database.
 - Conduct program outreach to engage landowners, water quality partners and the general public, including the development and maintenance of a CWSP web portal.
 - Support capacity building in the basin to achieve programmatic goals.
 - Coordinate with other Clean Water Service Providers and represent, with the Conservation Director, VHCB at DEC meetings and deliberations.

2. VHCB Clean Water Goals
 - Assist other VHCB programs and staff in tracking, assessing and reporting clean water outcomes.
 - Provide support to VHCB's land conservation and Farm & Forest Viability programs in achieving water quality goals through a variety of strategies including conservation easement and land acquisition projects, wetlands restoration, water quality grants and business assistance support.

- Participate in state's and VHCB's annual budget process for clean water activities including by assisting with monitoring of the Clean Water Board and Clean Water Initiative Budget and making budget recommendations to the Conservation Director.
3. Other Duties
- Participates in VHCB conservation policy work and developing policy recommendations for consideration by the Board.
 - Represents organization, as appropriate, to non-profit organizations, community groups, municipalities, and state agencies.
 - Provides technical assistance to non-profit organizations, municipalities, and individuals seeking to use the fund, including directing potential applicants to other appropriate resources for technical assistance.
 - Works collaboratively with state and federal agencies and organizations and coordinates program activities with other funding agencies, as appropriate.
 - Assists in program development and legislative issues as requested by Conservation Director and Management Team.
 - Keeps in regular communication with other VHCB program staff to take advantage of opportunities for collaboration and program innovation.

Full-time position with comprehensive benefits. Salary range is \$57,000-\$64,000 depending on experience.

Qualifications:

The Clean Water Manager should have substantial prior experience and training in one or more of the following: natural resources, agriculture, environmental studies, land conservation, physical science, or engineering. Demonstrated success in a program management role, working independently as a member of a team and effectively collaborating with partners is essential. Proficiency in data and financial analysis and management is required important. Experience in grant, budget, project management and compliance necessary. Experience with federal or state grant programs is preferred. This position requires strong organizational skills, keen attention to detail, and excellent written and oral communication skills. Proficiency with technology including standard office software is a must. Experience working with non-profit organizations, municipalities, and state and federal agencies is important. A valid driver's license is necessary as some travel is required.