



Program Director, Education & Restoration

Gunpowder Valley Conservancy (GVC), a non-profit land trust and conservation organization located in Baltimore County, Maryland, is seeking an enthusiastic person to join our organization as a full-time Program Director to lead our Education and Restoration programs in the Gunpowder watershed. This is an ideal opportunity for a person seeking experience with a nonprofit organization that focuses on habitat restoration, land preservation, and environmental education.

Position schedule, pay rate, and benefits:

- Full-time, exempt employee
- Salary (\$55,965 – \$71,800, based on experience) plus reimbursement of roundtrip travel mileage from home to worksite (\$0.67 cents/mile).
- Nine paid holidays/year
- Paid vacation and sick leave
- Optional participation in employee medical/dental/vision insurance program; employee pays 50% of monthly premium (choice between two programs)
- Optional participation in MarylandSaves retirement program

Job responsibilities:

- Direct Education & Restoration programs, particularly GVC's Clear Creeks Project (2013-present), our flagship stormwater management and community engagement program, including tracking progress toward deliverable goals, managing Project resources, giving input on decisions affecting programs
- Lead GVC's conservation garden program, including managing GVC staff and several contractors carrying out garden program work, administering garden installation data and invoices, leading meetings with staff/contractors/partners, scheduling and helping to deliver garden-related workshops (rain gardens, Bayscapes, conservation garden design, garden maintenance), developing quality assurance plans and SOPs for garden processes and procedures
- Develop working partnerships with other organizations involved in environmental engagement and restoration, such as other nonprofits, HOA and community associations, businesses, congregations, academics, and individuals
- Manage Education & Restoration staff, including facilitating regular 1:1 and team meetings, assigning and helping to prioritize work, conducting annual performance evaluations, reviewing timesheets, hiring, training, and orienting new staff
- Lead quarterly, annual, and other periodic programmatic grant reporting, including assigning reporting tasks to staff/contractors, assembling data, and writing narrative reports
- Work with GVC Grant Writer to develop grants to support E&R programs

Qualifications:

- Bachelor's degree or higher in a field such as environmental science, biology/ecology, sustainable landscape architecture/design
- Excellent oral and written communication, organization, and time management skills
- At least 5 years of experience in environmental engagement and restoration for the for-profit, non-profit, or extension sector
- At least 2 years of experience managing contracts/contractors for environmental restoration and outreach programs
- Strong attention to detail and the ability to manage multiple tasks simultaneously
- Proficiency in Microsoft Office Suite

Preferred candidates will have the following qualifications:

- Knowledge of stormwater best management practices such as rain gardens, conservation landscapes, and rain barrels
- Experience managing grants for a nonprofit organization
- Experience using FieldDoc, a restoration project tracking tool used in the Chesapeake Bay region
- Knowledge of and experience with social marketing for behavior change

Sound like a good fit? Please send a cover letter, resume, and three references to info@gunpowdervc.org by Saturday, May 10.