



WISSAHICKON TRAILS

CONNECTING LAND,
WATER & PEOPLE

Wissahickon Trails (formerly Wissahickon Valley Watershed Association) is an esteemed community-based conservation organization headquartered in Ambler, PA. For over 60 years, we have been working to protect and restore nature in the Wissahickon Valley, preserving nearly 1,300 acres of critical open space, building 24 miles of trails for public access, and protecting the health of the Wissahickon Creek. We believe people benefit when nature thrives. We are seeking a new member of our team who will have the opportunity to impact local environmental conservation and improve the quality of life in the Wissahickon Valley.

Water Programs Manager

The Water Programs Manager educates and engages the public on conservation work in the watershed that improves the quality of the Wissahickon Creek and its tributaries. This position develops and manages green stormwater infrastructure projects in cooperation with local municipalities and large private and residential landowners. Wissahickon Trails is a key partner in two regional partnership initiatives and this position serves as a liaison to these initiatives, which involves working closely with municipal staff, as well as Environmental Advisory Committees, Boards and Commissions. A significant portion of the Water Programs Manager's work supports the goals of the regional partnership initiatives as well as our mission.

This is a full-time, exempt, salaried position reporting to the Engagement Director as well as working in collaboration with the Conservation Director. Weekend and evening work will be required.

Essential Duties and Responsibilities

Program and Project Management

- Managing stormwater project implementation with municipalities and other large landowners as well as working with individual homeowners on residential projects; including coordination with landowners, project bidding and oversight of design, permitting and construction
- Provide strategic oversight and management of all water programs
- Act as key liaison to 2 regional partnership initiatives, the Wissahickon Clean Water Partnership (WCWP) and the Delaware River Watershed Initiative (DRWI), responsible for ensuring completion of key milestones and deliverables for each initiative
- Build relationships and collaborate with local municipalities, County representatives, peer organizations, and private land owners in water quality strategy development
- Work with Conservation Director to align water quality projects with land protection strategies and land management plans

- Manage volunteer monitoring program, Creek Watch, and staff-led Stream Monitoring and Assessment program
- Coordinate full cycle management of grants, including identifying and writing grant proposals, tracking and measuring outcomes, managing program budgets, match and volunteer tracking, ensuring compliance with all grant obligations, and regular grant reporting
- Serve as liaison to Water Resources Committee as requested by Engagement Director.
- Plan, implement and lead programs, workshops and presentations to further engage and connect members, the public, and municipal officials with our water quality work within the watershed
- Work with the Engagement Director to identify, measure and report on key outcomes of water related engagement work
- Support Engagement programs and events as requested by the Engagement Director

Supervisory & Administrative Responsibilities

Currently this position does not have any direct reports, but we anticipate this position having a direct report(s) in the future: anyone applying should have the ability to perform the supervisory and administrative responsibilities outlined below.

- Develop a work plan, based on strategic priorities, for direct report(s). Regularly meet with the direct report(s) to evaluate work against objectives outlined in the work plan
- Work with direct report(s) on an annual performance review and professional development planning
- Provide guidance and coaching to direct report(s) to ensure that they have the skills, tools, and support they need to fulfill their role
- Manage full scope of stormwater project implementation and water related grants
- Prepare, manage and report on program budgets as directed by supervisor
- Work with the administrative team to set the annual budget for water programs
- Ensure compliance with safety policies and protocols on programs and projects; responsible for associated documentation

Expected Competencies

- Strong communication skills and the ability to translate goals and objectives to a variety of stakeholders
- Ability to communicate scientific information in meaningful and compelling ways to diverse audiences
- Excellent customer service skills, with ability to build relationships with constituents, partners and stakeholders based on integrity and trust
- Program budget preparation, management and reporting
- Adapt and be flexible with quickly changing environments
- Team-oriented with strong interpersonal skills
- Practice personal reflection and self-correction to assure continual professional growth

Qualifications and Skills

- A degree in environmental science or related fields (Environmental engineering, water resources, environmental resource management, landscape architecture, urban planning, environmental policy, community development etc.)
- Experience managing staff and being accountable for program budgets
- Minimum of 3 years of experience in water quality and/or stormwater management (including work with municipalities and management of green stormwater infrastructure projects)
- Demonstrated full cycle grant management expertise
- Knowledge of water quality issues and field methodologies for collecting water samples
- Strong communication/presentation skills, written and verbal communication skills
- Must have valid driver's license and background clearances

Compensation & Benefits

This is a full-time salaried position (salary range is \$48,000 - \$51,000) with a full range of benefits, including health (90% of employee and 50% of covered dependents premiums are paid by Wissahickon Trails), vision, retirement (401k with up to 5% of salary matched by Wissahickon Trails), and annual Paid Time Off (combined vacation, personal or sick time) starts at 4 weeks and increases with tenure. Unused PTO is not carried over from year to year.

Physical Demands/Work Environment

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job, unless the requested accommodations would cause undue hardship.

In addition to working in an office environment, the employee must be able to traverse 1 - 8 hours at a time outside at parks, trails and greenspaces across the watershed to engage in stewardship and constituency building programs, activities and events. These may involve traversing over rough, uneven terrain, entering the creek, or engaging in program activities that require physical exertion. S/he must be able to travel around the region regularly for meetings.

About Wissahickon Trails

At Wissahickon Trails, we work to inspire and engage a diverse community of people in protecting, stewarding and enjoying the land and waterways of the Wissahickon Valley. The board and staff are a collaborative team driven by the belief that people benefit when nature thrives. Hard work is expected, so we have created a work culture where we support each other and share lots of laughs. We have a dog-friendly office.

To Apply

Please submit your resume, cover letter outlining interest and experience, and contact information for three professional references to Jenn Bilger, Engagement Director, jenn@wissahickonrails.org. No phone calls please. Applications reviewed as received.

We value a racially, ethnically and culturally diverse work community and we strongly encourage applications from people of all backgrounds. E.O.E.