

Job Posting: Senior Program Manager, Restoration

Application deadline: November 5, 2023 by 11:59 pm

Job Type: Full-time Salary: \$75,000-80,000 +/-

Start: December 2023 – Benefits: Industry competitive package
January 2024

1. Background: The South Baltimore Gateway Partnership

The South Baltimore Gateway Partnership (SBGP) is a dynamic, nimble, and entrepreneurial community economic development authority working in a collection of neighborhoods in south and southwest Baltimore known as the South Baltimore Gateway Community Impact District. SBGP is a relatively young organization with a vigorous startup culture and a mandate to achieve measurable and meaningful change in the District. SBGP is funded with approximately \$8 million/year in public funds, of which a portion is awarded as grants and the rest is contracted with vendors to improve neighborhoods. SBGP has successfully raised tens of millions of additional dollars in outside funding.

SBGP is a leader of Reimagine Middle Branch, which is transforming the Middle Branch of the Patapsco into Baltimore’s next great waterfront with 11 miles of parks, trails, and shoreline restoration. This work now has \$175 million worth of projects in the pipeline, including \$53 million in shoreline habitat restoration work called the Middle Branch Resiliency Initiative (MBRI). In any given year, SBGP applies for and administers tens of millions of dollars in state, federal, and local grants for the MBRI. More information is available at www.sbgpartnership.org and www.reimaginemb.com.

2. Position: Senior Program Manager, Restoration (Restoration Manager)

SBGP is seeking an experienced program manager to execute tens of millions of dollars in habitat restoration and nature-based resiliency projects for the Middle Branch Resiliency Initiative.

The ideal Restoration Manager is an organized, resourceful, detail-oriented, and collaborative team member with excellent management skills and a passion for urban environmental restoration. They are responsible for managing all aspects of the grant development and administration process, including planning, budgeting, writing, submitting, and tracking grants for the MBRI. The Restoration Manager reports directly to the Executive Director.

Responsibilities include:

- Develop Projects and Establish a Pipeline of Grant Applications (30%)
 - Support the Executive Director in identifying new opportunities, envisioning SBGP's role, and identifying and reviewing potential new grant opportunities to fund them.
 - Support the Executive Director in applying for new restoration grants.
 - Develop budgets and program parameters.
 - Coordinate and organize key stakeholders.
 - Ensure the quality and timeliness of the final product in the grant application process.

- Project Management and Grant Administration (40%)
 - Manage and administer MBRI grants, including:
 - Serving as the primary point of contact for grantors.
 - Assisting the Executive Director and legal team to negotiate and complete grant agreements.
 - Leading regular grant administration meetings and participating in periodic meetings with grantors, providing clear guidance to other staff and vendors about what steps are required.
 - Managing grant budgets, invoicing, and payments.
 - Writing and submitting grant reports.
 - Ensuring successful grant closeout.
 - Support the Executive Director to manage MBRI projects, each of which involves a wide range of complex and varied sub-tasks that are essential for the success of the larger effort. This includes:
 - Managing contracts for a wide range of consultants, including planners, landscape architects, designers, lawyers, and economic development consultants. This includes reviewing and processing payment requests.
 - Coordinating and participating in project meetings, tracking any action items requiring attention.
 - Communicating effectively and collaboratively with neighborhood leaders, public officials, property owners, and other stakeholders.
 - Collaborate with other SBGP departments to integrate efforts across all areas of the organization.
 - Maintain project and grant files.

- Ensure Compliance (25%)
 - Coordinate with Executive Director, Operations team, and other staff to ensure MBRI projects meet compliance with grant obligations, legal obligations, and other requirements.

- Communications, Public Outreach, and Events Support (5%)

- Help coordinate and attend SBGP-supported events, programs, projects, and activities as they are taking place to:
 - Ensure that SBGP signage is present.
 - Document and publicize the activity, including by taking photographs.
 - Evaluate whether the activity is being executed successfully and safely.
 - Collect feedback and information.
 - Help coordinate and support SBGP communications, community engagement efforts, and events.
 - Periodically represent SBGP at community meetings to disseminate information and gather useful feedback.
- Other Activities and Duties as Assigned

Work will be a flexible combination of work from home, meetings and site visits in the District, and office time. This position will occasionally need to attend community meetings and events, which can take place during evening and weekend hours. SBGP is a hybrid workplace with video calls substituting for many in-person meetings. However, in-person meetings and site visits are still required to confirm that projects are being implemented correctly.

Minimum Qualifications

- Bachelor's degree in a related field.
- Three to five years related experience.
- Familiarity with implementing shoreline restoration, habitat restoration, and/or resiliency projects.
- Access to reliable transportation.
- Ability to work flexible hours (including occasional evenings or weekends) is required.

Preferred Qualifications

- Advanced degree in a related field may substitute for some work experience.
- Five years or more experience in a non-profit, government, or other project management position where multiple projects had to be executed simultaneously.
- Expertise managing federal or state grants, either as a grantor (preferred) or a grantee.
- Familiarity with Baltimore City neighborhoods.
- Familiarity with federal (e.g., NOAA, NFWF, USACE, FEMA), state (e.g., MDE, DNR), and/or local (e.g., Baltimore City) agencies involved in funding and permitting shoreline restoration projects.

Special Skills and Knowledge

- Practical, detail-oriented, and effective personality.
- Excellent communication, writing, and interpersonal skills.

- Expertise in managing large government grants.
- Expert skill in managing multiple complex tasks simultaneously.
- Expert skill in working in teams, inspiring others, resolving conflict, and leading groups of people to success.
- Experience managing budgets.
- Skilled in effective project management.
- Proficiency with Microsoft Office, especially Word and Excel.
- Demonstrated ability to work independently, manage time, and accomplish tasks without continuous oversight.

Physical Abilities Required

Work is primarily performed sitting at a desk using a computer while in an office or teleworking, accompanied by various in-person meetings at different locations. Transportation to and from meetings, work and project sites, and the observing of those sites, is also periodically required.

Legal Requirements

By law, all employees must (1) Attend training in Baltimore City ethics requirements and comply with those requirements, (2) File annual financial disclosure statements (except for clerical employees), and (3) Reside inside Baltimore City.

Finalists for this position may be required to provide a work or writing sample and professional references.

3. Application: Requirements and Instructions

We believe that the world is filled with talented, passionate, and capable people, and so we encourage all of them to apply. We particularly encourage residents of our District to apply.

Application Instructions:

- Provide a **resume and cover letter** in Word or PDF format. The cover letter must directly respond to the Responsibilities and Qualifications listed above. **The resume and cover letter document titles should begin with your first and last names (e.g., “Jane Doe – Resume” and “Jane Doe – Cover Letter”).**
- Applications (resume and cover letter) must be **emailed to jobs@sbgpartnership.org by 11:59 pm on November 5, 2023.** The email subject line must read “Application: Restoration Manager.” Hard copy submissions, and applications received after the deadline, will not be accepted.

Due to the large number of expected applications, only those candidates selected for an interview will be contacted. There is no need to contact SBGP to

determine whether you are being considered for an interview; we will reach out to you directly if we would like to schedule an interview.

Equal Employment:

SBGP will provide equal employment opportunity in accordance with applicable law without regard to race, religion, creed, color, sex (including gender identity and sexual orientation), national origin, age, disability, marital status, family medical history or genetic information, ancestry, political affiliation, veteran status, personal appearance, or any other status protected by applicable federal, state, or local law. The policy applies to all areas of employment, including but not limited to recruitment, screening, testing, hiring, training and development, appraisal systems, promotion, transfer, demotion, termination, layoff, compensation, benefits, social and recreational program, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

SBGP strictly forbids, and will not tolerate, any unlawful discrimination or harassment. It is a violation of federal and/or state law to harass anyone at work because of their race, religion, creed, color, sex (including gender identity or expression and sexual orientation), national origin, age, disability, marital status, family medical history or genetic information, ancestry, political affiliation, veteran status, personal appearance, family responsibilities, matriculation, source of income, place of business or residence, pregnancy, child birth, or any other status protected by federal, state, or local law. This policy applies to all SBGP employees at all levels of the organization; all SBGP employees will be subject to discipline, up to and including termination, for any act of harassment they commit.

SBGP does reserve the right to select from among a pool of qualified applicants one that provides an opportunity to further our mission through local hiring of a District resident.