



## Job Description

**Position Title:** Scarborough Marsh Program Manager

**Reports to:** Executive Director

**Location:** Scarborough, Maine

**Type:** Exempt, Salaried, Full-time, grant funded for a minimum of three years with the anticipation of extending this timeframe

**Hours:** 40 hours (with some evenings and weekends required)

**Remote Work:** Hybrid work environment with up to 2 days/week remote

**Salary range:** \$65,000- \$70,000 (dependent on experience)

**Posting date:** November 2024

**Start date:** ASAP

**Application deadline:** Applications accepted until the position is filled. Review of applications begins January 6, 2025

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## Job Summary

Scarborough Land Trust (SLT) is searching for a Scarborough Marsh Program Manager to lead the organization's effort in building resiliency and sustainability associated with tidal marsh systems in Scarborough, Maine. There is a focus on building strong partnerships, securing

grant funding, overseeing program requirements and the implementation of SLT's strategic plan as it relates to the Marsh.

The Scarborough Marsh Program Manager is responsible for developing programs associated with current NOAA funding and any additional future funding. Current efforts involve a number of partnerships with local government, federal and state agencies, nonprofit organizations, and area businesses.

The Program Manager is also SLT's steward for Scarborough Marsh and nearby Spurwink Marsh. As steward a field presence is required to watch over the resource and interact with the public.

## **About Scarborough Land Trust**

SLT is a highly respected, independent, nonprofit organization founded in 1977. SLT works to conserve and stewardship natural areas and working farms in the Greater Scarborough community. SLT owns and manages over 1,500 acres with over 10 miles of public trails. We provide a variety of educational programs to connect people to our lands. We also have a growing program focused on the conservation and sustainability of the 3,000-acre Scarborough Marsh.

Our team is passionate, collaborative, curious, and committed to SLT's mission. SLT currently has five full-time employees and two seasonal interns, 150 volunteers, and an active board of directors. We partner with many other organizations, the Town of Scarborough, and several Federal and State agencies.

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## **Job Role & Responsibilities**

### **Federal and State Grant Programs**

- Oversee and manage current NOAA grant funding
- Meet all funding reporting requirements and deadlines
- Keep SLT current with SAM, ASAP, eRA Commons and all other reporting/payment systems
- Manage projects including overseeing contractors, technical reviews, environmental compliance, and meeting stated goals.
- Coordinate the technical and outreach committees, Scarborough Marsh Committee, and interact with other SLT committees as required

## Restoration and Wildlife Projects

- Manage restoration projects, including: planning, permit requirements, funding, contractors, monitoring and other tasks as needed
- Identify priority restoration projects
- Seek additional funding for such projects and for the Scarborough Marsh Program Manager position
- Document storm water issues
- Conduct pilot project for the control of invasive Phragmites in Scarborough Marsh
- Organize community science project using volunteers
- Establish best management practices for areas in and around Scarborough Marsh
- Explore reintroduction of historic fish runs
- Develop projects that reduce or eliminate tidal restrictions and/or mitigate the impacts of climate change (sea level rise)

## Partnership Development

- Build relationships with appropriate agencies, organizations and local governments
- Represent SLT at the Maine Tidal Marsh Network
- Seek partnerships with under served user groups of Scarborough Marsh, including Native American tribes
- Develop new corporate partnerships ‘
- Prepare grant proposals, coordinate funding partners

## Data Collection

- Create standards for collection and storage of data as it relates to Coastal Marshes
- Keep up to date GIS databases and citizen science protocols
- Collate all known data related to Scarborough Marsh

## Public Outreach

- Act as SLT’s public face for Scarborough Marsh
- Coordinate volunteer monitoring activities for the Marsh

## Other

- Work with the SLT team to carry out organization’s strategic plan
- Assist with other SLT projects as needed
- Participate in SLT staff meetings, events, and programs as required by the Executive Director

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## Qualifications

Qualifications for this position can come from professional and/or lived experience. Below, we describe important qualifications for a candidate while remaining open to diverse experiences that can lead to these skill sets. We strongly encourage anyone who feels passionate about this work to apply.

Even if you don't check off every box in the qualifications and skills section, please consider applying anyway. Studies have shown that marginalized communities, such as women, LGBTQ+, and people of color, are less likely to apply for jobs unless they meet every single qualification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging.

- Strong belief and passion for the mission of SLT
- Master's degree in environmental science or related field
- 5+ years' experience in wetland restoration, coastal wetland protection, or similar
- A proven track record of securing foundation and government grant funds
- Experience with government grant management and reporting
- Excellent interpersonal, verbal, and written skills and attention to detail; ability to convey complex ideas to a variety of individuals with different experience levels
- A proven track record of managing and completing multiple complex projects simultaneously; detail-oriented and reliable project manager with consistent follow-through
- Lead and inspire small teams and to work independently with an emphasis on achieving significant results
- Independently motivated, innovative problem solver. Ability to work individually and collaboratively with a team and lead colleagues and volunteers
- Experience in collecting, evaluating and interpreting scientific data pertaining to geochemistry, water quality, ecology, and sedimentary processes occurring within the saltmarsh ecosystem and associated freshwater tributaries
- Good computer skills, experience working with donor databases, CRM, and tracking fundraising efforts. Strong sense of ethics, integrity, discretion, and ability to maintain confidentiality of donor and project information. Careful attention to detail and ability to maintain a high level of accuracy.

- Comfort level with GIS software and associated applications
- Ability to thrive in a collaborative work environment with a high degree of autonomy
- Comfort level in presenting scientific information to both technical and nontechnical audiences.

### **Additional qualifications – preferred**

- Ph.D. in environmental engineering, geology, ecology or similar
- Previous federal or state agency experience
- Past work experience with hydrological modeling
- Familiarity with NOAA grant programs
- Project lead on previous marsh restoration projects
- Ability to manipulate GIS data to create maps and composite map analytics
- Boat operators license
- Experience writing grant proposals and technical reports.

### **ADA Requirements/Working Conditions**

- Valid, insurable driver's license or ability to acquire one upon hiring, and a clean driving record. Ability to travel for work functions, site visits and project meetings. SLT has a work vehicle for use and offers mileage reimbursement at a percentage of the Federal Government rate for personal vehicle use.
- Flexibility to work occasional weekend or evening hours on an as-needed basis.
- A percentage of time for this position will be outside in conditions that include rough terrain, dense vegetation, inclement weather, and on muddy, uneven, or rocky surfaces. Job requirements may include working from boats in coastal waters with tidal changes and varying weather conditions. Position may include occasional physical exertion, such as hiking, lifting, crouching, stooping, reaching, or other similar activities.

### **Compensation**

- The position offers a competitive annual salary range of \$65,000 to \$70,000, paid time off, company supported dental and vision plan, living stipend (full-time), retirement program, trainings, and the ability to contribute to an important mission for the conservation of our natural resources. The position offers a hybrid work environment with two days per week remote and three days in the office or field.

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## Benefits

SLT strives to create a collaborative, supportive workplace that encourages and inspires professional growth. The position is supported by the rest of the team in a collaborative work setting.

### **Benefits include:**

- 12 paid holidays
- Accrued paid time off, 16 days per year for the first three years, increasing to 21 days at the start of fourth year
- Employer-paid vision insurance and dental (50/50 split) insurance
- SIMPLE IRA with Scarborough Land Trust matching up to 3% of the individual's salary.
- Remote work of up to two days per week.
- Staff discount on nature books and gifts.

## Equity

SLT acknowledges that conservation work is best advanced by people of diverse backgrounds, beliefs, and culture. SLT is committed to recruiting and advancing staff that create an inclusive organization reflecting the broader community. SLT is an equal opportunity employer and will not discriminate based on race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, veteran status, genetic information, ancestry, age, political or union affiliation, medical conditions, or any other status protected by applicable law.

## Apply

To apply: Send a cover letter, resume, and three references to [info@scarboroughlandtrust.org](mailto:info@scarboroughlandtrust.org). Additional materials can be sent such as writing sample, authored scientific papers, or similar. Please no telephone calls, but questions can be addressed to the email address. Applications accepted until the position is filled. Initial review of applications begins on January 6, 2025.