Alliance for the Mystic River Watershed Programs Manager

The Programs Manager coordinates the planning, implementation, and evaluation of Alliance programs that advance the organization's mission and serve the community. This staff role advances AMRW's strategic priorities in close collaboration with staff and Board/volunteer committees, ensuring programs are delivered effectively, equitably, and in alignment with grant requirements, funder expectations, and community needs

The position is accountable to the Co-leadership Board through a designated committee and works alongside existing staff and scientific leads, contributing to a collaborative culture focused on organization approved goals.

The Watershed Programs Manager's core responsibilities include coordinating efforts and integrating work streams across the organization; planning, executing, and promoting approved projects; representing the organization and collaborating on projects in the community; identifying, securing, and managing approved programmatic applications of funding aligned with organizational priorities; and continuing to develop and deepen relationships within the Alliance network and beyond.

The role requires evening meetings, weekend events, and responsiveness to time-sensitive communications outside standard work hours.

Core Work Areas

Overall

- Day-to-day coordination, communication, and execution of projects in collaboration with staff and volunteer committees, with accountability to the Board through a designated committee.
- Emphasis on execution, alignment, clear and consistent communication, and timely follow-through.
- Community-building on-site presence and conversation

- Oversight of specific projects, working with staff, volunteers, Board members, and partner organizations.
- Reports to Director of Operations, and provides updates directly to Board

Strategic Plan Execution

- Translate Board-approved strategies into actionable initiatives, project plans, timelines, and workstreams.
- Facilitate and track progress against defined goals, milestones, and deliverables.
- Identify risks and capacity gaps early and offer practical solutions.
- Support continuity across initiatives, especially during leadership change.

Place-Based Relationship Building

- Build and maintain strong relationships across the watershed with staff, partners, municipalities, Tribal Nations, academic institutions, community groups, and funders.
- Ensure relationship-building efforts align with project goals and respect existing partnerships.

Project Management and Coordination

- Manage multiple complex projects, ensuring timely delivery of approved outcomes.
- Support cross-functional teams from planning to project close-out.
- Work with Board, Committee, and Focus Area Team leadership to plan and facilitate internal and external meetings with clear agendas, outcomes, and follow-up actions.
- Organize both virtual and in-person meetings with partners.
- Use project management best practices for maintaining timelines, documents, and deliverables.
- Communicate challenges transparently and collaborate on solutions.
- Prepare for project reviews, audits, and funder check-ins.

Fiscal and Grant Support

- Lead grant development efforts, from research to and proposal writing and submission, ensuring alignment with Board priorities and organizational capacity.
- Draft, edit, and manage high-quality grant proposals and reports in collaboration with staff, scientific leads, and partners.
- Support project budgeting, resource forecasting, and expenditure monitoring.
- Ensure audit-compliant post-award management, including contract coordination, budget tracking, variance reporting, and timely reporting to agencies and funders.

Communications and Stakeholder Coordination

- Implement clear communication plans among project teams and collaborators.
- Ensure timely, accurate updates to stakeholders on project status, timelines, and requirements.
- Promote internal information flow to maintain shared understanding across staff, Board, and partners.

Experience and Qualifications

Scientific and Technical Experience

- Education or professional background in environmental science, ecology, hydrology, marine or coastal science, limnology, watershed science, or related fields.
- Practical experience with environmental data, monitoring programs, research, fieldwork, and quality assurance.
- Experience working with academic researchers, consultants, Tribal Nations, and community partners.
- Ability to translate scientific information into project plans, deliverables, and communications to the general public.

Project and Grant Execution

- Proven ability to manage complex, multi-partner environmental or science projects with specific deliverables and budgets.
- Experience supporting projects (preferably federally/privately funded) that have compliance and reporting requirements.
- Familiarity with the full grant cycle: opportunity identification, proposal development, post-award coordination, and reporting.
- Comfort working within established project scopes and advancing work approved by governing bodies or funders.

Desired Qualifications

Place-Based and Collaborative Approach

- Commitment to collaborative work and experience in diverse community relationship building.
- Ability to work respectfully alongside staff and scientific leads, honoring existing roles and expertise.
- Skilled at facilitating coordination and shared understanding across disciplines, cultures, and generations.

Working Style

- Organized, methodical, and disciplined in planning and follow-through.
- Clear, transparent communicator who surfaces risks early and works collaboratively to resolve challenges.
- Comfortable in support and coordination roles, with a focus on execution and long-term continuity.
- Open-minded and ready to learn from and with diverse groups
- Ability to work with clarity, transparency, and respect for organizational culture and staff expertise.
- Good time management skills