Position Description

SFEI/ASC is seeking an outstanding individual to serve as the Manager of the Regional Monitoring Program for Water Quality in San Francisco Bay (RMP). The RMP (www.sfei.org/rmp) is a $4 million/yr world-class monitoring program that has been providing the information that is most urgently needed for managing water quality in the Bay since 1993. The position requires a range and depth of skills in project and program management, financial management, managing and facilitating environmental stakeholder processes, and conducting scientific investigations. Work will include a diverse, intellectually stimulating, and impactful set of activities, including some or all of the following: management of complex multi-stakeholder projects, stakeholder engagement and program development, workplan and budget development, financial reporting, and scientific investigations. This position will report directly to Dr. Jay Davis, co-Director of SFEI's Clean Water Program. The RMP Manager may also assist in the programmatic and scientific management of other projects within the Clean Water Program.

Qualifications

- Work experience in relevant aspects of program management (e.g., stakeholder governance and meetings, meeting facilitation, budget development and reporting, and deliverables tracking to assure that projects are on-time and within budget and meeting the needs of a diverse group of stakeholders).
- Excellent written and oral communication skills.
- A team player who inspires staff and is enthusiastic about the Institute’s mission of providing science to inform decisions.
- Master’s degree in Environmental Chemistry, Environmental Science, or Environmental Engineering and 12 years of relevant work experience, or PhD in Environmental Chemistry, Environmental Science, or Environmental Engineering and five years of relevant work experience.
- Work experience in relevant environmental science areas (e.g., environmental monitoring for contaminants, study design, conceptual and mechanistic models, and environmental statistics).
- Experience leading scientific teams on complex environmental projects.
- Ability to design studies, collect and review data, synthesize and prepare technical reports and communicate key findings.
- Ability to provide guidance and review of studies to assure that they meet study goals.
- Work at the Institute is interdisciplinary and highly collaborative. The position will interact with and collaborate across Clean Water projects and SFEI programs and requires an enthusiastic team-oriented individual.

Responsibilities

- Manage staff, complex budgets, and deliverables this large program, and provide periodic updates in a synthesized format to stakeholders. Experience in accounting,
contract development and management, and delivering projects on time and within budget are desired.

- Facilitate the discussion of technical and programmatic issues with multiple external stakeholder groups and experts.
- Lead strategic planning discussions. As such, strong skills in leading/facilitating meetings are desired.
- Preparing detailed budgets for the Program including scopes of work, writing and managing contracts and invoicing. Familiarity with accounting concepts and legal contractual language is a plus.
- Working with other project managers at the Institute to level staffing hours, to identify new opportunities, and to creatively think of new ways of collaborating across programs.
- Participate in the planning, design and coordination of studies, and synthesis of results and the scientific literature, and present results to stakeholders and technical collaborators through oral presentations and technical reports. A successful candidate will possess a strong background in environmental science and an ability to synthesize and communicate complex information to a diverse audience.
- Reviewing and writing technical reports, journal articles, memoranda, and internal reports.
- Presenting technical information at a variety of forums such as quarterly technical review meetings, regional conferences, national meetings, as well as public outreach events at stakeholder meetings, museums, educational institutions, and other venues.
- Depending on interest and staffing needs, some field work may be part of the role.

About SFEI

San Francisco Bay is entering a transformative period as we start to adapt communities to climate change while maintaining and enhancing the Bay’s natural resources. The San Francisco Estuary Institute (SFEI) provides scientific support to communities, local government, and agencies to plan and implement resilient, ecologically-functional shorelines. We make scientific information accessible for decision-makers by bringing wetlands and estuarine ecology, geomorphology, sediment science, and landscape design to discussions on Bay shore planning. We write influential documents that communicate scientific information to stakeholders on topics such as climate adaptation, sediment management, and microplastics, as well as produce tools for our partners such as Eco-Atlas. We partner with local governments, community organizations, resource agencies, flood control districts, NGOs, wastewater districts, transportation agencies, land trusts, and others to develop strategies for shoreline adaptation with multiple benefits.

About the Clean Water Program

The Clean Water Program is one of the nation’s premier water quality science programs. It anticipates and meets the water quality data needs of policy-makers, resource managers, and the public. It helps the public, regulators, and those who discharge into our waters create more effective policies to ensure the health of our waters.

Equal Opportunity & Affirmative Action Employer

At SFEI, we celebrate the diversity of our staff and the places we serve, and believe that diversity is a strength. We are committed to growing together and creating a more diverse and inclusive workplace. In 2021, SFEI developed and adopted mission and vision
statements for DEIJ within and beyond our organization. We also created an action plan that is currently underway. We strongly encourage applications from women, people of color, and people with other identities commonly under-represented in environmental science. We welcome you to share a little about yourself personally, not necessarily professionally, in your cover letter.

SFEI is proud to be an Equal Opportunity/Affirmative Action employer. We are committed to providing employees with a work environment free of discrimination and harassment of any kind. All employment decisions are based on business needs, job requirements, and individual qualifications. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation, gender identity or expression, national origin, physical or mental disability, family or parental status, protected veteran status, or any other characteristic protected by applicable federal, state, or local law.

Pay

This position will be at the Managing Senior Scientist (MSS) level. The anticipated minimum salary is $120,000/year. Pay will be commensurate with experience. Position includes vacation, 12 paid holidays, medical and dental coverage, 5% employer 403(b) match, and other voluntary benefits.

Hybrid Status

SFEI offers the flexibility of a hybrid work plan with partial week working in the office and partial week working remotely.

Application Information

To apply: https://www.sfei.org/about/employment-opportunities. Application must be received by October 31, 2022.

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to apply as a result of your disability. To request an accommodation, please contact Linda Russio at 510-746-7355 or linda@sfei.org.

Please note that SFEI cannot sponsor an employment visa (e.g., H-1B) to fill this position. In the spirit of a fair hiring process, no phone calls or emails please. For more information on our mission, values, programs, and staff, visit the San Francisco Estuary Institute website.