



Coastal Quest Project Manager

Organization: Coastal Quest
Position Type: Full-time
Location: Headquarters in Oakland, CA, with hybrid remote work option

Organization Description:

Coastal Quest is a 501(c)3 nonprofit working collaboratively with communities to build a more resilient coast by increasing inclusive, science-based planning, governance, financing, and project implementation for a just, prosperous, and sustainable future. Coastal Quest works around the world, from white water to blue water, on lakes and shorelines, and at the land-water connection. We provide project management, science and technical expertise, connect partners with financial and human resources, contract management, grantmaking, and facilitation of public-private partnerships. We are purposefully nimble, designed to solve multifaceted and complex coastal issues. We are here to achieve resilience goals, reduce threats, and implement solutions.

Essential Functions:

The Project Manager will provide support and leadership for Coastal Quest's work in our four program areas – Resilient Coastal Governments and Communities, Resilient Protected Areas and Parks, Clean Coastal Water, and Protecting and Restoring Coastal Ecosystems. The Manager will support, lead, and deliver on work - in coordination with the Coastal Quest team and partners - to strengthen capacity and enhance coastal management for people and nature. The Manager will support the Organization as we grow and build innovative programs that tell compelling stories and enhance our impact in the coastal and climate space. This role involves implementing existing projects and working with the Coastal Quest team and partners to grow additional programmatic areas. The role involves being an on-the-ground representative for Coastal Quest. The Manager will work on a wide range of projects and programs for the organization and will need excellent time management skills and the ability to manage multiple workstreams simultaneously. Although this position works on cross-cutting coastal issues, expertise in sea level rise adaptation, water quality, restoration, blue carbon, and/or environmental economics and policy is appreciated.

Primary Responsibilities:

- Support the development and implementation of the Coastal Quest's four cross-cutting program areas and implement them independently, with the Coastal Quest team, and partners.
- Grant, proposal, report writing and support, as well as editing and review of similar documents.
- Support developing virtual and in-person conferences and workshops from start to finish, including marketing material, contact management and outreach, conference logistics, virtual and in-person support.
- Work with partners to collaboratively design, assess, and test solutions for coastal management and policy, including research and monitoring, data and technical needs, and compliance and enforcement.
- Perform general project support on a variety of programs, such as consultation with Tribal Nations and outreach and engagement with Community Based Organizations and government stakeholders.
- Support multiple projects with the ability to work independently, set deadlines, and ensuring personal accountability.



Qualifications:

- Possession of an analytical, strategic, and creative approach to problem solving.
- Ability to produce products in a timely fashion through collaborative processes.
- Strong written and oral communication skills and a working knowledge of all Microsoft Office programs, including Word, PowerPoint, and basic statistical functions in Excel.
- Strong project management experience, including managing contracts and federal and/or state grant agreements.
- Proven track record of writing winning grant proposals and delivering programs.
- Acts independently on assigned tasks and exercises independent judgements based on analysis, experience, and judgement.
- The ability to be a self-starter who assumes hands-on responsibility, balances competing priorities and deadlines, and demonstrates sound judgment and good problem-solving skills.
- Experience working with a diverse and inclusive audiences.
- Strong, personal commitment to realizing the mission of Coastal Quest.

Knowledge and Experience:

- Minimum of a bachelor's degree with a multidisciplinary background (social science, biology, ecology, environmental economics and business, environmental law, policy, etc.).
- 5+ years professional experience working in relevant field.
- Knowledge of, and experience working with, state and/or federal agencies and environmental regulations a plus.
- Experience in managing complex or multiple projects and timelines, including staffing, workloads, contracts, budgets, and finances under deadlines.
- Preferred experience with running and facilitating meetings.
- Experience researching, critically analyzing, and evaluating information from divergent sources and compiling it into cohesive reports and recommendations for strategy and action.
- Experience in partnership development with business, nonprofit partners, community groups, and/or government agencies.
- Writing winning proposals and reporting on impact.
- Critical analytical thinking experience, including quantitative and analytical skills, problem solving, and adaptability.
- Multi-lingual skills and multi-cultural or cross-cultural experiences are appreciated.

Application Instructions: Please submit the following in 1 pdf to info@coastal-quest.org:

- 1 page cover letter and resume
- 1 writing sample
- 3 references

Salary: \$75,000-\$95,000 depending on qualifications and experience

Benefits: Competitive package, including health, eye, dental, 401k, paid time off, holidays and sick leave

Closing Date: January 21, 2022

Location: Headquarters in Oakland, CA, with hybrid remote work option

Coastal Quest is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.