



Harbor District Inc.
Position Announcement:
Natural Environment Program Manager

Harbor District, Inc. (HDI) is a non-profit organization promoting redevelopment and restoration of Milwaukee's "Inner Harbor" and surrounding land: from the Milwaukee River south to Bay Street, and from First Street east to Lake Michigan. The organization's mission is to achieve a world-class revitalization of the Milwaukee Harbor District that sets the standard for how waterfronts work – environmentally, economically, and socially – for the next century.

More information about HDI is available at www.harbordistrict.org.

The Natural Environment Program Manager is a full-time position reporting to the Executive Director. The Program Manager leads the organization's work to ensure that redevelopment of the Harbor District achieves ambitious goals for improvement and protection of our natural environment. Program areas include terrestrial and aquatic habitat improvement and monitoring; community science activities; stormwater management; environmental remediation; and planning.

The position offers an opportunity to be part of an exciting initiative to transform a neglected part of our city into a vibrant and healthy community. The Program Manager will work on a wide range of projects with direct impact on our local environment and community; manage existing programs and build new ones from the ground up; and interface with professionals and volunteers in a variety of fields.

Responsibilities:

- Develop and implement programs to meet organizational vision and goals;
- Identify and pursue funding opportunities for programs, including preparing grant proposals and reports, and managing grant budgets;
- Build and maintain partnerships with local government and regulatory agencies, businesses and property owners, other community and environmental non-profits, schools and universities, and neighborhood residents and volunteers;
- Hire and manage consultants as needed to support projects;
- Represent the organization and our community on task forces or groups such as the Community Advisory Committee for the Milwaukee Estuary Area of Concern;

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- Lead or participate in outreach programming and presentations, such as guided kayak tours (sometimes occurring outside normal business hours);
- Support and advise HDI's other focus areas.

As part of a small and collaborative team, each member of the HDI staff is expected to be flexible and proactive in ensuring that the organization as a whole is performing at a high level and meeting our goals. "Other duties as assigned" may include administrative and office tasks, and support at organizational events.

Qualifications:

- Bachelor's degree in a related field required; Master's degree or equivalent strongly preferred.
- Minimum of 5 years work experience, or 3 years for candidates with a Master's degree.

Candidates' professional work experience should include:

- Developing and implementing successful projects and programs.
- Communicating with a broad range of audiences.
- A variety of writing - grant proposal, technical writing, marketing, social media, and outreach materials.
- Identifying and pursuing opportunities to support employer/organization goals.

Personal skills and qualities should include:

- Creativity, resourcefulness, and enthusiasm for problem-solving.
- Ability to balance multiple projects and deadlines.
- Comfort working in a diverse range of technical areas, and ability to bridge technical and non-technical audiences.
- Thrive in a dynamic and collaborative work environment.
- Passion for the work that we do.

Salary will be determined based on experience. Benefits include 3 weeks of paid vacation time as well as paid holidays, the ability to negotiate a flexible schedule, employer contribution to health care costs, and an annual budget allocation for training, development, or conference attendance.

Harbor District, Inc. is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation in accordance with state and federal law.

Position open until filled, with an initial round of resumes reviewed on March 27.

To apply, email a resume and cover letter to job@harbordistrict.org.