

Position Title: Environmental Justice Grant Program Director	Department: Administration
Reports To: Deputy Executive Director	Status: Full-Time, Exempt

Position Summary

The Environmental Justice Grant Program Director is responsible for developing, managing, and implementing a grant making program, the Western New York Environmental Justice Grant Program (WNYEJGP), dedicated to increasing community capacity within disadvantaged Lake Erie and Niagara River watershed communities to accelerate the pace of environmental and ecosystem restoration within Western New York.

This position will work closely with multiple partners, including governmental and community-based coalition partners who were selected due to their experience and expertise in environmental justice and ecosystem restoration work. The position is responsible for the build out of program infrastructure and will oversee the work of a small project team to implement the WNYEJGP and achieve the program's goals in alignment with an US Environmental Protection Agency (EPA) approved workplan.

This is professional work of a specialized nature which requires confidence in problem solving and independent decision making, along with intensive work in identifying and understanding the needs, barriers, and opportunities within disadvantaged communities of the Niagara River/Lake Erie Watershed. Additionally, this position interacts with federal, state, and local agencies to ensure that projects awarded through the WNYEJGP comply with program guidelines for expenditure, funding, and accountability towards environmental justice and restoration metrics.

Duties and Responsibilities

As a member of the Buffalo Niagara Waterkeeper (BNW) team, this role will include the following primary responsibilities:

Program Management, Tracking, and Reporting

- Act as the primary conduit between BNW and the external partners associated with the WNYEJGP, ensuring timely and effective communication while aligning strategies and priorities to meet EPA's goals and BNW's Strategic Plan.
- Develop the WNYEJGP infrastructure, including setup and integration with the grant management systems of the Community Foundation for Greater Buffalo (CFGB), grant program workplan and budget management systems, and program team logistics.
- Plan, execute, and oversee the programmatic and operational aspects of the WNYEJGP including correspondence with the US EPA in administering the cooperative agreement of the grant.
- Convene, coordinate, and oversee a Community Engagement Committee and a Grant Selection Committee to aid in community engagement and project subaward evaluation and selection.

- Establish and implement program tracking and monitoring protocols to ensure the outcomes of the WNYEJGP and those of the sub awardee project efforts are in compliance with the EPA's programmatic terms and conditions.
- Collaborate with the WNYEJGP coalition to create and execute a strategy for long-term financial support for the program, beyond the 6-year term of the EPA grant.
- Oversee and maintain the grant program budget.
- Facilitate and submit to funder regular grant reporting to track and demonstrate the programs measures of success.
- Coordinate with project partners through regular meetings and communication channels throughout the 6-year grant period to maintain transparency and collaborative approaches.
- Oversee the work of dedicated staff in implementing and guiding the work of the WNYEJGP.

Grant-making and Community Capacity Building

- Coordinate and collaborate with BNW teams and become familiar with organizational strategies and initiatives to help inform and prioritize environmental justice projects, needs, and restoration priorities in the Lake Erie/Niagara River watershed.
- Leverage external BNW technical advisors, community advisory groups, and forums to inform priorities of the WNYEJGP.
- Draft and release an RFP(s) to solicit project proposals for the WNYEJGP, with a goal to fund up to 16 projects across two grant cycles.
- Review grant applications to determine awards in coordination with the Grant Selection Committee.
- Oversee and conduct research associated with grantee applications as needed to ensure contributions towards the desired environmental justice and restoration outcomes of the WNYEJGP are realistic and achievable.
- Process sub awardee agreements, award/declination letters and related correspondence.
- Monitor and track progress of WNYEJGP sub awardees through regular site evaluations, in-office visits, and online collaborative forums.
- Provide technical assistance to the grant sub awardees, respond to questions or concerns of the sub awardees, and serve as the point of contact for programmatic and technical issues of the WNYEJGP sub awards.
- Ensure timely submission of WNYEJGP sub awardee grant documents and reports.
- Develop and implement up to 10 administrative and technical professional development training modules for grant sub awardees to build community capacity to enable awardees to apply for future Federal funding.

Position Qualifications

- Bachelor's degree required.
- 8+ years of demonstrated experience in obtaining and managing grant programs, administration of grant programs, or in an appropriate related area of specialization.
- Experience working in a non-profit environment or philanthropic sector strongly preferred.

Knowledge, Skills, and Abilities

- Deep commitment to and understanding of environmental justice, climate justice, and the intersection with community resiliency and ecological restoration.
- Familiarity with federal, state, and local governmental bodies, processes, plans, and policies related to environmental regulation and watershed management required, including the Great Lakes Restoration Initiative.
- Familiarity with Environmental Justice and Disadvantaged Community equity and data tools such as the Climate and Economic Justice Screening Tool (CEJST), New York State's Climate Justice Working Group (CJWG) identified Disadvantaged Communities (DACs), and the New York State Department of Environmental Conservation (NYSDEC) Potential Environmental Justice Areas.
- Experience with donor and grant making software (ie: Raisers Edge, Foundant, Salesforce, or comparable) desirable.
- Strong interpersonal skills and demonstrated ability to establish and maintain effective relationships with persons of diverse backgrounds and organizations through the WNY community.
- Demonstrated ability to develop collaborative, productive, respectful relationships with leaders and organizations representing grassroots and community-based organizations that integrate a culture of feedback and accountability.
- Effective at communicating in a professional, credible manner, in person, in digital settings, in writing and via presentations.
- Excellent written and verbal communication skills.
- Ability to communicate with elected officials and agency leads.
- Excellent time management skills.
- Strong analytical, critical thinking and problem-solving skills, with an ability to identify and solve complex issues.
- Outstanding administrative and organizational skills, including the ability to produce, track, and oversee multiple deliverables with overlapping deadlines in a high-performing, multi-disciplinary environment with extensive cross team collaboration.
- A clear and present sense of emotional intelligence and excellent leadership qualities with the ability to overcome barriers and find meaningful collaborative solutions.
- Computer proficiency in all Microsoft components along with proficient technology and computer presentation skills
- Ability to work with and manage confidential information.

Physical Requirements/Abilities

- The work of this position is performed in an in-office and hybrid/remote setting with regular fieldwork and site visits required.
- Some flexibility in the schedule is required; occasional work in the evening and weekends for meetings or event participation may be required.
- Must be comfortable working outdoors in inclement weather and in and around water.
- Must be able to participate in conferences or presentations required by the grant program partners or funders.
- Must possess the willingness and ability to travel to various work site locations throughout WNY.

Compensation

The annual salary range is between \$80,000 - \$95,000, commensurate with relevant experience and demonstrated skills. A robust benefits package including health care options, 401k retirement plan, paid time off, paid holidays, life insurance, and options for a hybrid flexible schedule is included with this position and the details of this package will be discussed with the final candidates.

Directions for Applying

Buffalo Niagara Waterkeeper is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion/belief, gender, sexual orientation, age, non-disqualifying physical or mental disability, or any other basis covered by law. Employment decisions are based solely on qualifications and business needs.

Must include a cover letter explaining your interest in this position and what you would bring to Buffalo Niagara Waterkeeper, as well as a resume.

PLEASE include the POSITION TITLE in the subject line of the email and the cover letter.

Applications sent by email preferred, will accept mailed in applications if received by Monday June 3rd, 2024. No phone calls.

Hard copy address OR email address send to:

Bonnie Majda, Administrative Assistant

Buffalo Niagara Waterkeeper

721 Main Street

Buffalo, NY 14203

Bmajda@bnwaterkeeper.org

APPLICATION DEADLINE: End of day Monday, June 3rd, 2024