**Water Quality Programs Manager, Cape Fear River Watch**

**Description**
The Water Quality Programs Manager is responsible for maintaining and managing ongoing water quality programs and other grant-funded programs. This role includes both field work and in-office work, including some evening and weekend hours.

**Responsibilities**
- Second Saturday monthly cleanups and bonus cleanups;
- CreekWatchers community science program;
- Passive litter collection program;
- Implementation of municipal stormwater contracts;
- Swim Guide recreational water sampling;
- Managing volunteer recruitment and engagement, maintaining strong volunteer relationships;
- Environmental education presentations to community groups and classrooms;
- Maintaining lab and field equipment, supporting upkeep of in-office water quality sampling lab and general office upkeep;
- Grant research and grantwriting, management and/or support of grant-funded projects
- Promotion and outreach of program activities, in collaboration with Outreach and Engagement Manager;
- Representing CFRW at water quality related meetings;
- Support and/or act as staff liaison for committee(s) relevant to role;
- Assistance with management of interns, as needed;
- Provide event support;
- Share responsibility for website maintenance and updates;
- Other duties, as assigned by the Executive Director.

**Qualifications**
<u>MINIMUM QUALIFICATIONS</u>
- Bachelor's degree in an environmental field or equivalent experience;
- Experience coordinating meetings and events;
- Volunteer management experience;
- Advanced experience with Microsoft Office;
- Experience with Adobe Suite;
- Experience with social media;
- Experience coordinating multiple projects;
- Experience handling standard business communications;
- Demonstrated strong administrative skills including attention to detail, ability to plan and organize, and experience coordinating and communicating with others;
- Ability to complete tasks independently within assigned time frames;

- Ability to manage multiple priorities, with assignments coming from a number of sources;
- Ability to transport kayaks and help volunteers in and out of water;
- Must be comfortable loading and unloading a kayak trailer;
- Must be able to lift at least 50 pounds;
- Must exhibit experience on the water in paddle craft and maintain a valid driver's license at all times;
- Tech savvy;
- Positive demeanor;
- Integrity.

DESIRED QUALIFICATIONS

- Advanced degree or experience in environmental field;
- Multi-lingual and multi-cultural or cross-cultural experience;
- Water quality research experience;
- GIS experience;
- Experience in nonprofit work and knowledge of 501(c)3 regulations;
- Passion for and knowledge of environmental issues affecting the Cape Fear River Basin;
- 4 years related work experience or an equivalent combination of education and experience;
- Ability to tow (and back) a trailer.

**Salary Range & Benefits**

- Range (dependent on experience): $42,000 – $46,000 annual, salaried position;
- Medical: 100% covered by CFRW (beginning 2027);
- Life and Vision: 100% covered by CFRW;
- Dental: 50% covered by CFRW
- Eligible to enroll in Simple IRA with up to a 3% employer match;
- Flexible work environment.

**Application Instructions**

Submit a resume and cover letter as one combined PDF file, with ONLY your full name in format, [last name, first name] as the title of the document. *NOTE: Any submissions not following this format request will NOT BE REVIEWED*. Send to Executive Director Kemp Burdette at kemp@cfrw.us and Operations Manager Lisa Brandkamp at lisa@cfrw.us with the subject line "Water Quality Programs Manager."

All applications must be submitted prior to 11:59 p.m. Eastern Time on **September 18th, 2026**.

Cape Fear River Watch is an Equal Opportunity Employer and is committed to fostering a diverse workforce. The successful applicant must meet the requirements of Cape Fear River Watch's background screening process.