

Waterkeepers Chesapeake Job Notice: Coalition Coordinator

Waterkeepers Chesapeake (WKC) seeks an enthusiastic, energetic, outgoing self-starter to serve as Coordinator of a regional coalition of Waterkeepers. The Coalition Coordinator convenes the member Waterkeepers within the Chesapeake and Coastal Bays watershed to collaborate on shared priorities and to leverage their expertise and talents. We seek a candidate who values environmental protection, demonstrates and values collaboration, and brings the skills and enthusiasm needed to support our Waterkeepers and amplify their collective impact. The Coalition Coordinator reports to the WKC Board, and works with them and other member Waterkeepers to ensure effective implementation of coalition goals. The Coalition Coordinator will maintain funding for their position through foundation grants and other donations.

Who we are: Waterkeepers Chesapeake fights for clean water and a healthy environment by supporting a coalition of Waterkeepers throughout the Chesapeake and Coastal Bays regions as they protect their communities, rivers, and streams from pollution.

Statistics show that women and people of underrepresented groups are more likely to apply to jobs only when they meet 100% of the job qualifications. We encourage individuals to break those statistics. No candidate ever meets 100% of the requested qualifications. We look forward to your application. Waterkeepers Chesapeake is an equal opportunity employer.

Key Responsibilities:

Member Support (80%)

- Provide member services and support to Waterkeepers within our coalition.
- Organize monthly membership meetings, and trainings/deep-dives into issues, technical skills and capacity building.
- Organize annual WKC member planning and training retreat.
- Work with coalition members to facilitate collaborations, and resource and information sharing, especially on regional priority issues, campaigns, and tracking legislation in Maryland and Virginia primarily, and occasionally in Pennsylvania.
- Manage communications that support the coalition members, and raises awareness of priority issues, including social media, blogs, action alerts, and website updates.
- Manage and implement projects and campaigns in partnership with coalition members.
- Track member support activities and report annually to the individual coalition members.
- Participate in and monitor local and regional networks and coalitions such as Choose Clean Water Coalition (CCWC) Steering Committee, Maryland's Citizen's Campaign for the Environment (CCE) and Virginia Conservation Network's Water Work Group.
- Support Contractor on legal cases, primarily Conowingo Dam relicensing.

Administrative & Operations (20%)

- Primarily responsible for fundraising efforts to sustain the position with support from the Board and Grants & Program Manager, including writing grant proposals and reports.
- With the Accountant, process bills and donations, and track grant budgets and deliverables. Provide assistance during the annual audit.

- Manage all other administrative tasks.
- Respond to general email inquiries.
- Maintain constituent databases (Salesforces/Watergrass and Action Network).
- Maintain adherence to Waterkeeper Alliance Quality Standards as a licensed Regional Entity.

Key Qualifications:

- Ability and experience in a nonprofit organization setting, preferably with a Waterkeeper organization.
- Educational and professional background that demonstrates effective communications, outreach, and coalition-building skills.
- Successful grant writing and fundraising experience.
- Ability to manage multiple projects and timelines with a positive attitude, flexibility and attention to detail.
- Demonstrated success in working as a coordinating member of a team and developing effective working relationships with staff, coalition members, and the public. Strong work ethic.
- Intermediate or higher level proficiency with Instagram, Facebook, PowerPoint (or equivalent), Wordpress, Microsoft Office (or Mac equivalent), Action Network, Salesforce, and Canva is preferred.
- Personal and professional understanding of how diversity, inclusion, and justice play a central role in both advancing equity within an organization and in creating a more just and inclusive environmental movement.

Preferred:

- Experience in a coalition or network setting and familiarity with the Waterkeeper movement preferred.
- Three years of relevant nonprofit management experience, and a degree in a field related to WKC's mission and vision.
- Proven experience in leveraging social media, persuasive writing, and visual media is preferred.
- Experience with the legislative process and the elements of a successful policy campaign.

Commitment to Inclusion and Racial Justice

WKC strives to integrate values of equity, fairness, inclusiveness, transparency, and accountability into our work, which includes reflecting our commitment to racial justice in our programmatic work and our organizational structure and values. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create an inclusive work environment and world.

How to apply & job details

The location of the position is flexible within 45 miles of the Washington, DC metro area. We are a hybrid workplace, with most staff working remotely. Our office is located in Silver Spring, MD.

Salary range is \$65,000 - \$80,000 depending on experience. A 32 hours per week schedule is an

option. WKC values employee growth and advancement and makes opportunities for these even with our small size. Position includes a benefits package designed for your well-being and a healthy work-life balance including: health insurance, retirement benefit, generous vacation and time off, and flexible work arrangements. The position is available immediately.

Please submit a resume and cover letter indicating your specific interest in this position. In addition, you can submit additional materials such as writing samples. Send to [info\(at\)waterkeeperschesapeake.org](mailto:info@waterkeeperschesapeake.org) with subject line: YOUR LAST NAME: Coalition Coordinator application. Resumes without a cover letter will not be considered.

Applications will be reviewed on a rolling basis until the position is filled. Interested individuals are strongly encouraged to submit their applications as soon as possible.

<https://waterkeeperschesapeake.org>