



JOB POSITION: FLOOD RISK PROJECT STAFF

[Wetlands Watch](#) seeks a full-time Flood Risk Project Staff person to help promote programs and policies that reduce flood risk statewide. We seek a motivated and creative professional to develop, influence, and implement Wetlands Watch projects and programs that assist localities in planning for and reducing flooding. Wetlands Watch chairs the [Coastal VA Community Rating System \(CRS\) Workgroup](#), a state-wide community of practice that supports comprehensive floodplain management by promoting emergency preparedness, community engagement, and flood risk education. The Flood Risk Project Staff person will help coordinate and lead the CRS Workgroup and manage our other work pertaining to the National Flood Insurance Program (NFIP). Additionally, this position will work statewide and cross-sector to promote the VA [Community Flood Preparedness Fund](#), providing assistance and building capacity for under-resourced localities to apply for these critical flood resilience resources. This work is currently focused in the greater Roanoke region. Flood risk management and planning is a critical aspect of our work, as these programs drive local land use decisions and provide the greatest opportunity to preserve our natural floodplains.

ABOUT THE POSITION

The Flood Risk Project Staff person will work closely with the Executive Director, Policy Program Director, and Assistant Director of Living Infrastructure, in partnership with all staff contributing to policy, planning, and outreach initiatives. In addition, the individual may develop their own projects to advance our mission. Wetlands Watch allows remote working and flexible schedules, but the Staff person must be able to attend six in person CRS Workgroup meetings in Newport News on the last Wednesday of those months and be available to travel to the greater Roanoke region for multiple days at a time. The staff person will travel occasionally in other portions of the state and within the U.S., as required for professional development and program delivery.

As part of our organization, you will:

- Promote and assist localities' participation in the Community Rating System (CRS) program by leading the CRS Workgroup and executing technical assistance, outreach, and education efforts (in person, in Newport News, as described above)
- Conduct outreach statewide on the VA Community Flood Preparedness Fund (CFPF), particularly to overburdened localities located in western VA (in person, focused in greater Roanoke region, as described above)
- Provide technical assistance to localities seeking grant resources from the CFPF and other relevant flood mitigation and resilience programs (in person and through remote meetings)
- Collaborate with partner organizations to create comprehensive flood adaptation policy in the face of sea level rise and other climate change impacts (in person and through remote meetings)

ABOUT WETLANDS WATCH

Wetlands Watch is a statewide environmental non-profit entering its 25th year enhancing natural resilience, bolstering community adaptation efforts, and protecting and restoring wetlands throughout VA. We advance climate adaptation by working collaboratively with a wide variety of stakeholders, and by implementing solution-focused strategies that unify and connect. We have six full-time staff, four part-time staff, and an office in Norfolk. We are one of the only conservation groups in the country working at the local government/grassroots level to implement climate change adaptation measures at community scale.

We are an innovative boundary organization that brings academic strategies, scientific findings, and

policies for addressing the impacts of climate change to the decision makers at the front lines of the impacts - local government staff and community members. Through our work, we foster collaboration, embrace adaptive change, take calculated risks, prioritize solutions, and are biased toward action. These core values reflect and guide how we work with each other and those we serve.

QUALIFICATIONS

Applicants must have project experience in the nonprofit, educational, governmental, or related sector. Applicants must demonstrate a working knowledge of the National Flood Insurance Program and should have a college degree, or higher, in a field related to adaptation (environmental disciplines, policy, law, planning, engineering, landscape architecture, communication, etc.). A Certified Floodplain Manager (CFM) applicant would elevate an application. Additional areas of expertise such as VA environmental policy, local government planning and zoning, coalition building, shoreline management, green infrastructure, or grant writing would also elevate an application. Proficiency with basic technology is required, while some experience in graphic design, data visualization, and website development would be helpful.

The job requires the ability to operate independently in a professional atmosphere that encourages creativity. The position requires the ability to plan and execute a project. The Flood Risk Project Staff person will be required to travel for multiple days at a time and have access to reliable transportation.

Our ideal candidate is:

- Enthusiastic, outgoing, self-motivated, and able to work independently
- Knowledgeable about natural and nature based climate change adaptation practices
- An analytical thinker, detail oriented, and organized
- Attentive to detail, has good time management skills, and able to work and thrive in an entrepreneurial environment
- Strong writing and communication skills
- Experience in coalition building, managing and facilitating group dynamics, and planning and running online and in person meetings and workshops

This is a rare opportunity to develop expertise in the emerging policy/natural resource field of climate change adaptation, with freedom to innovate and excel in a supportive, collaborative organization. We work at the cutting edge of this field and want someone who can help us stay there!

COMPENSATION

- Position has compensation in the range of \$45,000-\$55,000/year, with health insurance, retirement support, paid vacation, and a flexible work schedule.
- Mileage, travel, supplies, and normal office expenses in performance with job responsibilities will be reimbursed by Wetlands Watch with appropriate documentation. Mileage reimbursement will be at current GSA rates. Cell phone costs will be partially compensated.
- Computer and IT needs (software, etc.) will be provided as needed and justified.
- Professional development is required and supported financially each year.

HOW TO APPLY

This posting was released on January 15, 2025. While the application period is rolling, applicants are encouraged to apply by February 28, 2025. Please direct questions and applications to: Mary-Carson Stiff, Executive Director, mc.stiff@wetlandswatch.org, 757-376-1364.

Applications must include a cover letter, resume, writing sample, and three references.

We are an equal opportunity employer. We consider qualified applications without regard to race, color, religion, gender, age, marital status, disability, pregnancy, gender expression or identity, sexual orientation, or any other legally protected class. We are committed to building justice, equity, diversity, and inclusion in our organization and our community.