

## PROFESSIONAL POSITION DESCRIPTION

<b>Position Title:</b>	New England Environmental Finance Center, Senior Policy Associate/Deputy Director
<b>Division:</b>	Muskie School of Public Service
<b>Department:</b>	Cutler Institute for Health and Social Policy
<b>Location:</b>	Wishcamper Center, Portland
<b>Schedule:</b>	Full-time
<b>Reports to:</b>	Martha Sheils, Director and Principal Investigator

**STATEMENT OF THE JOB:** The Senior Policy Associate/Deputy Director will ensure the implementation of the goals and objectives of the New England Environmental Center (New England EFC). The primary purpose of this grant-funded position is to proactively manage the New England EFC's diverse portfolio of projects and to assist the Director with leadership tasks and daily organizational duties to ensure a cohesive, efficient, transparent and effective delivery of training and technical assistance to communities. The Deputy Director will take the lead in managing grant funded projects of the New England EFC including overseeing some staff and intern work, training staff in sustainable finance tools and innovative approaches, implementing projects including ensuring they meet their deliverables in a required timeframe, using effective project management practices, and representing the New England EFC to outside partners, communities, universities and other entities. The Deputy Director will support the Director with strategic planning and thought leadership to advance and grow the multimedia services, impact, and profile of the New England EFC. Other duties include delivering training and technical assistance to communities, tribes and organizations with the goal of implementing innovative stormwater and climate resilience financing methods, assisting with acquiring grants, hosting and running meetings, website and social media, communication, and outreach and engagement.

### **ESSENTIAL FUNCTIONS:**

- Proactively manage the New England EFC's diverse portfolio of projects;
- Assist Director with leadership tasks to ensure a cohesive, efficient, transparent and effective delivery of training and technical assistance to communities;
- Support the Director with strategic planning and thought leadership to advance and grow the multimedia services ,impact, and profile of the New England EFC;
- Oversee and manage staff, contractor, consultant and intern work;
- Train staff in sustainable finance tools and innovative approaches;
- Work directly with community and tribal members;
- Strategize with Director on programmatic direction of the New England EFC;
- Work directly on project implementation and develop and facilitate grant management procedures that effectively track and ensure deliverables are met within the timeline and budget of the grant period using project management best practices;

- Deliver training and technical assistance to communities, tribes and organizations with the goal of implementing climate resilience planning and actions through grants and innovative financing methods;
- Assist the Director/PI with grant writing and project reporting requirements;
- Assist the Director/PI in developing and overseeing proposal and project budgets, working with the University Grants & Contracts Manager;
- Host and lead meetings, webinars and outreach to stakeholders;
- Develop an organizational communication and marketing plan including the website, online resources, and social media;
- Represent the New England EFC and the University at external organizational meetings related to projects and to outside partners, communities, consultants, universities and other entities;
- Represent the New England EFC at internal university meetings;
- Seek out and develop opportunities to leverage institutional affiliations and connections within Cutler Institute, state, regional, and federal entities, the Environmental Finance Center Network, and University of Maine System centers to collaborate on shared/related goals;
- Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.
- Work on federally funded projects.

**SUPERVISORY RESPONSIBILITIES:** Supervises the work of New England EFC staff, contractors, consultants, and interns.

**BUDGET RESPONSIBILITIES:** Responsible for the management of federal grants, state grants and contracts, subawards, and requests related to project budgets in conjunction with Muskie's Grants and Contracts staff and the PI/Director.

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** Actively involved in and maintains professional and associations with peers in the field through membership in national organizations, representation on boards, and presentations at conferences.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** Cutler, Muskie, Grants and Contracts, Information Technology, Facilities, Conferences, Human Resources, University of Maine system, and as determined by PI.

**External:** US EPA and other federal agencies; state and regional technical assistance organizations throughout the nation, municipalities and tribes throughout the nation, trusts and non-profits; partner organizations, consulting firms, contractors, universities, vendors and suppliers, and as determined by PI.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated leadership skills;
  - Training and experience with innovative climate resilience financing methods at the national and global level;
  - Experience with implementing climate resilience planning and financing;
  - Understanding of resource economics, risk assessment, disaster insurance, stormwater BMP's and green infrastructure, valuation of natural infrastructure and ecosystem services, carbon accounting, living shorelines, marine-based aquaculture, and nutrient trading;
  - Demonstrated ability to work both independently and collaboratively, time management and organizational skills, and ability to implement multiple tasks at one time;
  - Experience supervising and managing staff, consultants and interns, and delegation of tasks;
  - Experience in grants management, budget planning and execution, and report writing;
  - Experience, skill, and confidence with making presentations and fielding audience questions;
  - Excellent communication and problem-solving skills;
  - Experience in personnel management, including recruitment, hiring, orientation, conflict resolution, retention, development, assistance and/or termination of employees;
  - Excellent command of English language, punctuation, grammar, proofreading, editing and writing skills;
  - Excellent computer and visualization software skills;
  - Ability to maintain and preserve confidentiality; and
  - Access to own transportation; willingness and ability to travel required.
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**QUALIFICATIONS:****Required:**

- Master's degree and 5 years of experience in the environmental field related to environmental funding and financing and delivering training and technical assistance.
- Experience with program management and implementation of community projects.
- Familiarity with climate related sustainability and climate resilience financing including but not limited to green infrastructure, living shorelines, marine-based aquaculture, and nutrient trading schemes.
- Ability to work with local communities as well as with state and federal partners.
- Highly organized and efficient.
- Ability to represent the New England EFC at workshops, conferences and internally and externally of USM.
- Proven track record of exceptional performance.

**License/Certifications:**

- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.

**Preferred:**

- 10 years of experience in the environmental field related to environmental funding and financing and delivering training and technical assistance.
- Demonstrated leadership and management skills, including experience managing multiple projects, staff, and consultants to meet project goals.
- Knowledge of climate action planning and innovative sustainable financing options used in communities nationally and globally, in particular coastal communities on both the east and west coasts of the US.
- Direct experience leading community-level resilience planning and funding proposal development in Maine.
- Conversant in the work of the Maine Climate Council and the strategies of *Maine Won't Wait*; existing working relationships with the Governor's Office of Policy Innovation & the Future preferred.
- Knowledge of and/or experience working with the national Environmental Finance Center Network (EFCN) and its members.
- Highly organized and efficient.

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**\*NOTE:** *All individuals who are recommended to fill and subsequently offered a position with special essential responsibilities as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

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**Date Approved: 11/2021**

**Date Revised:**

**Job Family: 05**

**Salary Band: 06**

**Unit: Non-Represented**

**CUPA code:**

**Employee:**

**Position #: 00024981**