ENVIRONMENTAL PROGRAM MANAGER

National Association of Wetland Managers

The National Association of Wetland Managers (NAWM), located in Portland, Maine, is a national 501(c)(3) membership organization whose mission is to build capacity for state and tribal members and foster collaboration among the wetland community of practice by encouraging the application of sound science to wetland management and policy, promoting the protection and restoration of wetlands and related aquatic resources, and providing training and education for members and the general public. NAWM offers a mission- and employee-focused work environment and is an equal opportunity employer.

Overview: The Environmental Program Manager leads and implements programs and projects that advance NAWM's mission and strengthen the capacity of wetland professionals and programs across the country. Environmental Program Managers are working environmental professionals who combine program and project leadership with substantive technical contributions, including research and analysis, resource development, training, facilitation, technical assistance, and stakeholder engagement.

The Environmental Program Manager is assigned a primary portfolio of NAWM programs and projects based on organizational priorities, funding, expertise, and workload. The Environmental Program Manager is a professional program leadership role and does not inherently include personnel supervision. The Program Manager is expected to lead programs and projects, coordinate with collaborators, and exercise substantial responsibility for their assigned portfolio while remaining directly involved in substantive project work.

The position works extensively with state and tribal wetland programs, federal agencies, local governments, nonprofit organizations, technical experts, and other partners. NAWM's programs and projects focus on providing training and capacity building, policy leadership, and technical expertise to the wetland community of practice.

Primary Responsibilities:

Program & Project Management

- Lead assigned programs and projects from planning through implementation and completion.
- Develop project workplans, schedules, milestones, deliverables, and other project-management tools.
- Coordinate project partners, subject-matter experts, contractors, instructors, and other contributors.
- Track progress toward grant, contract, and organizational commitments.
- Identify project needs, challenges, and opportunities and work with the Executive Director and project teams to address them.
- Contribute to project budgets, grant reporting, proposals, scopes of work, and development of new projects.

Technical & Programmatic Work

- Conduct research and analysis related to wetlands, water resources, environmental science, policy, management, and related topics.
- Synthesize complex scientific, policy, and programmatic information for practitioner audiences.
- Develop reports, guidance, case studies, presentations, training materials, technical resources, tools, and other products.

- Identify emerging issues and information needs relevant to NAWM members and partners.
- Translate technical knowledge into practical information and resources that wetland professionals can use.

Training, Facilitation & Technical Assistance

- Plan, develop, coordinate, and/or deliver trainings, workshops, webinars, peer exchanges, workgroups, and other learning activities.
- Facilitate meetings and collaborative discussions with practitioners, agencies, partners, and technical experts.
- Support or deliver technical assistance to state, tribal, local, and other wetland programs.
- Help translate NAWM's technical expertise into effective training and capacity-building activities.

Partnerships & Stakeholder Engagement

- Develop and maintain productive relationships with state, tribal, federal, local, nonprofit, academic, and other partners.
- Coordinate collaborative activities involving multiple organizations and disciplines.
- Represent NAWM at meetings, conferences, trainings, workgroups, and other professional activities.
- Listen to practitioner and partner needs and help translate those needs into NAWM programs, resources, and services.

Program Development & Organizational Contribution

- Identify opportunities for new programs, projects, partnerships, training, and technical-assistance activities.
- Contribute subject-matter and program expertise to proposals and funding applications.
- Collaborate with other NAWM staff across program areas rather than working within a single programmatic silo.
- Contribute to NAWM-wide activities such as the Annual Meeting, webinars, member engagement, communications, publications, and strategic initiatives as appropriate.
- Support other organizational priorities consistent with the responsibilities and level of the position.

Qualifications:

Required

- Bachelor's degree in environmental science, natural resources, water resources, environmental policy, public administration, environmental education, or a related field, or an equivalent combination of relevant education and professional experience.
- Relevant professional experience in environmental programs, natural-resource management, water resources, wetlands, environmental policy, training, technical assistance, or a related area.
- Demonstrated experience managing projects, programs, or substantial project components.
- Ability to plan work, manage multiple priorities and deadlines, and move projects from concept through completion.
- Strong research, analysis, writing, and communication skills.
- Ability to synthesize technical information and communicate it clearly to professional audiences.
- Strong interpersonal and collaborative skills and ability to work effectively with diverse partners and technical experts.
- Ability to work both independently and collaboratively in a small, mission-driven organization.

Preferred

- Experience working with state, tribal, federal, or local government environmental programs.
- Knowledge of wetland and water resources science and policy, watershed management, environmental science, or related natural-resource issues.
- Experience developing technical or educational resources for practitioner audiences.
- Experience with grant-funded programs, including project implementation, deliverables, reporting, or proposal development.
- Experience facilitating meetings, workshops, or other collaborative activities.
- Experience developing and providing training, technical assistance, or professional development opportunities.

Compensation:
This is a full-time, year-round position located either in NAWM's office in Portland, Maine, or fully remote. Starting salary is $60-65k/year depending on experience. Employee will be eligible for benefits offered by NAWM, such as a Flexible Spending Account (FSA), health and dental insurance, competitive paid time off allowances, and professional development opportunities after a 3-month probationary period.

Work Environment:
This job will operate either in a professional office environment, located in Portland, Maine, or will be fully remote. This role routinely uses standard office equipment such as computers, phones, photocopiers, etc. Limited travel within the U.S. may be required for meetings and trainings. NAWM is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation in accordance with state and federal law.

How to Apply:
Submit resume, (3) professional references, and a cover letter, including a short description of why you are interested in this position and why you think you'd be a great fit for NAWM to portia@nawm.org, with subject line of Attention: Hiring Committee. Please, no phone calls, hard copies, or drop-ins. Applications will be reviewed beginning November 23, 2026 until the position is filled.