



## **Career Opportunity**

### **Facilities and Resources Manager**

The Anacostia Watershed Society seeks a full-time Facilities and Resources Manager to ensure that the organization's facilities and resources are safe, secure, clean, functional, and efficient. This exempt position will oversee, manage, and routinely maintain the organization's buildings, grounds, workspaces/sites, equipment, and fleet of vehicles and boats; lead and implement the organization's safety/security program; and manage the finances and physical resources for facility operations and the safety/security program. This position will also assist department and program staff with event staging; and participate in or facilitate some boat tours and volunteer field events. Specific tasks may include: negotiating contracts with service providers, inventory and capital improvement tracking and budgeting, convening a safety committee, general repairs and upkeep, landscaping, mowing, supply purchases, and other tasks as assigned. The manager will oversee the work of contractors and vendors and will serve as a point of contact to land/property owners of workspaces/sites. The Facilities and Resources Manager is a member of the Operations Team, works directly with the Senior Vice President/Chief Operating Officer, and works collaboratively across the organization.

The Facilities and Resources Manager is an integral part of the organization and is an exciting opportunity to contribute to the watershed's restoration and the engagement of diverse communities, partners, and other stakeholders to deliver on our mission to protect and restore the Anacostia River and its watershed by bringing partners and communities together to achieve a clean and safe Anacostia River for the benefit of all living in its watershed and for future generations.

### **About the Anacostia Watershed Society**

The Facilities and Resources Manager is a great opportunity to help further develop and grow one of the most effective grassroots, community-based non-profit organizations in the Washington, D.C. metro area. Since our founding in 1989, the Anacostia Watershed Society has worked to protect and restore the Anacostia River and its watershed for all who live here and for future generations. Over the past 35 years, AWS has grown from a small group of concerned individuals into an award-winning, \$3 million+ non-profit with a staff of 20 that is deeply involved in a cause that affects many different Washington, D.C. area communities within the 176 square-mile watershed.

This is an especially exciting time to join the Anacostia Watershed Society's team of professionals as we embark on a new and ambitious strategic plan and prepare for the opening of our state-of-the-art environmental education center at Washington, D.C.'s 11<sup>th</sup> Street Bridge Park in 2026. The Anacostia Watershed Center will be an enriching resource for the diverse communities who live along both sides of the Anacostia River and will house our award-winning education programs for youth and adults of all ages in the District of Columbia, and Prince George's and Montgomery counties in Maryland.

The Anacostia Watershed Society's mission is to conserve and restore the Anacostia Watershed for all who live here and for future generations. Pursuing this broad mission, the Society takes on issues of natural resources conservation and management, environmental protection, sustainability, community health and welfare, and environmental justice. We collaborate with diverse stakeholders to advocate at all levels of government for policies that promote greater watershed protection and restoration investments. Our field programs work to restore habitat and wildlife, and to connect local communities to the watershed through volunteer activities, boat tours, and canoe and kayak adventures. Our education programs work with schools, students, and adults throughout Washington, D.C. and Montgomery and Prince George's counties, engaging them in the classroom and on the river and its banks, providing hands-on experiences that contribute to current restoration projects and prepare the next generation of environmental stewards. In addition, the Anacostia Watershed Society serves as the voice for the river, educating, alerting, cajoling, and, when necessary, challenging government officials, business interests, thought leaders, and the public to go to greater lengths to protect the ecological health of the watershed, improve water quality, and mitigate the negative effects of habitat loss, pollution, stormwater, and climate change.

### **Key Accountabilities:**

1. **Facilities and Resources:** Oversee, manage, coordinate, and implement the upkeep of facilities (i.e. buildings/grounds/workspaces/sites) and resources (i.e. vehicles/trailers, boats, docks, equipment, supplies, etc.).
2. **Safety and Security:** Lead, assess, and implement the organization's safety and security program and protocols with cross-organization collaboration.
3. **Finances and Risk Management:** Forecast, allocate, and manage the finances and physical resources for the organization's facility operations and safety/security program.
4. **Events/Programming:** Assist departments and program teams with staging, take down, and stowing of event materials; site preparation; and on-site material delivery. Participate in or facilitate boat trips and trainings, as well as volunteer field events as needed.
5. Participate in other special projects, organization-wide efforts and tasks as assigned.

### **Key Requirements**

- Demonstrated career Interest and/or experience in facilities and resources management, maintenance, and repairs; enthusiastic for and comfortable in the outdoors; and demonstrated knowledge, commitment, and passion for environmental sustainability.
- Basic competency in facilities and equipment maintenance and management.
- Skilled boat operator.
- General trade skills, such as landscaping, irrigation, basic carpentry, boat repairs, driving a pickup truck and trailer small engine and tool maintenance, and facility upkeep skills.
- Excellent organizational skills, attention to detail, and time management skills.
- Ability to work with and provide excellent customer service internally and externally to people of all ages, especially experience working in a metropolitan area.
- Self-motivation, innovation, resourcefulness, and cooperative team player in doing whatever it takes to get the job done well.
- Willing, motivated, and able to work a flexible schedule that includes frequent evenings and weekends, work in the field and on the water, often being outside in variable weather, travel, and driving to work facilities, spaces, and sites.
- Physical work required (i.e. ability to lift and carry up to 50 pounds).
- Boating and paddling experience strongly preferred. Comfort on the water and in the field required.
- CPR/First Aid Certification desired and a plus.

### **Required Qualifications and Experiences**

- Demonstrated passion for environmental justice coupled with a commitment to clean waterways being a human right, with relevant experience in community environmental learning, land management, or recreation.
- Additional experience and/or education in facilities management, boat/vehicle maintenance and operations, administration, natural resource management, environmental science, parks and recreation, or other environmental/conservation field is a plus, but not a requirement.
- Experience in project management, logistical support, and working with staff and engaging community volunteers is deeply valuable.
- Microsoft Office Skills (i.e. Word, Excel, etc.)
- Medium to heavy lifting (such as canoes, kayaks, landscaping material, Shad and Mussel hatcheries, etc.).
- Ability to operate a vehicle; valid driver's license and clean driving record required.
- High school diploma and/or equivalent experience.

**Our compensation package includes competitive base salary and benefits, such as a very generous 403b retirement plan match and a flexible leave program. Salary range is in the low to mid \$60Ks depending on level of experience.**

**Interested applicants should email a cover letter and a résumé formally expressing interest to [askhr@anacostiaaws.org](mailto:askhr@anacostiaaws.org).**

**AWS encourages and embraces diversity. We seek qualified applicants that reflect the rich diversity of the communities we serve.**