The Charles River Conservancy seeks a team player who is eager to programmatically implement the organization’s new strategic plan and build external partnerships with local institutions, nonprofits and community organizations. The CRC is an Equal Opportunity Employer and encourages people of color, LGBT individuals and others to apply.

Position Overview
As CRC moves into the next generation of the organization in our 20th Anniversary year, we will bring our strategic goals (see below) to life through strengthened partnerships. The Manager of Partner Projects will immediately play a key role in the execution of signature events, innovative installations, and the long-term development and expression of our organizational goals.

Organization Overview
Founded in 2000, The CRC is a 501(c)(3) nonprofit organization that strives to make the Charles River and its parks a well-maintained network of natural urban places that invite and engage all in their use and stewardship. The Conservancy promotes the active use and vitality of the parks along the river, increases recreational and cultural opportunities, and works to ensure the beauty and integrity of this extraordinary public resource in partnership with the Massachusetts Department of Conservation and Recreation (DCR), as well as other State, City and local stakeholders.

Our Strategic Plan
The CRC has smoothly and successfully completed a major leadership transition and strategic planning process, which elevated four main goals:

- Cultivate active engagement with the river
- Define the parks as a platform for community and cultural life
- Advocate using research and placemaking
- Ensure long term organizational sustainability

The CRC’s strategic plan also underscored three important approaches to our work moving forward:

- Develop and strengthen partnerships
- Harness the community
- Leverage impactful pilot projects

The Manager of Partner Projects’ role lies at the intersection of these goals and approaches.
Key Responsibilities:

2020 Signature Projects and Events

The Manager of Partner Projects will work with experienced staff to ensure the successful planning and implementation of near-term, key partner projects and events:

- **Floating Wetland, in partnership with Northeastern University**
  - Manage installation of the floating wetland in April 2020, including consultant and vendor coordination, volunteer management and refreshment, and on-site logistics.
  - Serve as point person for floating wetland water quality research, including tracking maintenance needs and research data.
  - Work with CRC staff, researcher and event consultant to develop and execute floating wetland activation and engagement, including an expert panel presentation in Fall 2020.

- **Charles River Swimming Day, in partnership with the Charles River Swimming Club (CRSC)**
  - With experienced staff, plan annual City Splash community swim event in June 2020, including permitting, logistics, vendors, registration, partner participation, afterparty coordination, and volunteer, staff and board participation.
  - Collaborate with the CRSC, whose one-mile swim race will occur on the same day as City Splash. Coordination will ensure smooth transition between the two events, as well as maximize the impact, messaging (and fun!)

- **20th Anniversary Celebration(s)**
  - Work with Executive Director and event consultant to plan and execute 20th Anniversary celebration(s) that highlight partnership approach, river activation and stewardship.

Future Programming

Building on the success of the 2020 projects, the Manager of Partner Projects will develop and carry out diverse events and activities for 2021 (and beyond) according to our strategic plan, identifying partnership opportunities that promote the active use of the Charles, encourage cultural and community engagement and expand the CRC’s audience:

- Expand on floating wetland engagement in 2021.
- Lead planning and execution of City Splash in 2021.
- Plan and pilot 1-2 new partnership events, programs or projects in 2021.
- Collaborate with the Communications and Advocacy Coordinator to increase awareness of and build support for the activations using diverse print and electronic vehicles (press releases, booklets, pamphlets, social media, etc.)
- Work with Associate Director and Executive Director to support fundraising efforts, including providing content for grant applications and attending networking events.
- Manage seasonal interns and Co-op students as needed.

All staff at CRC must show a demonstrated interest in the mission of the Charles River Conservancy.
Preferred experience:
- Two or more years of professional experience in a related field such as urban and environmental design, landscape architecture, placemaking, and advocacy. Candidates with equivalent, non-traditional career experience are also encouraged to apply.
- Experience managing projects, events, timelines and budgets
- Familiarity with the design process and tools
- Working with local and state agencies (including the permitting process)
- Experience managing staff and/or volunteers

We also seek an individual with the following attributes:
- Ability to clearly communicate to a variety of audiences through verbal, written and graphic means
- Comfort with adapting circumstances, as can be expected with innovative ideas and projects
- Ability to work well in a team or independently to develop and execute priorities
- Willingness to help with tasks outside this job description on an as-needed basis
- Professionalism and discretion when dealing with confidential or sensitive materials
- Proficiency with Microsoft Office, comfort with the Adobe Creative Suite
- Ability to collaborate with, support and engage colleagues
- Ability to work occasional evenings and weekends, particularly April through June, September and October

Salary & Benefits:
The salary range for this position is $50,000 - $60,000, depending on experience. In addition, CRC offers a strong benefits package including:
- 10 vacation days
- 75 hours of Flexible Time Off (FTO)
- 10 paid holidays
- Health insurance (50% - 75% CRC paid) and reimbursements for dental cleanings
- CRC contribution to a cafeteria plan to be used on pre-tax basis for employee health care contributions, 403b contributions, transit, parking, dependent care or FSA spending
- 403b retirement plan with CRC contribution after 3 years of employment

How to Apply:
Interested candidates are asked to submit a resume and compelling cover letter (and any other materials they think would best communicate why they are the right person for the job!) to crc@thecharles.org on or before March 9th, 2020. Applications will be reviewed as they are received.

We look forward to hearing from you.