



## **Job Announcement**

### **Comprehensive Conservation and Management Plan Program Manager**

#### **About The Bay Foundation**

The Bay Foundation (TBF) is a nonprofit environmental organization dedicated to implementing innovative, nature-based solutions along the Southern California coast. Our work focuses on climate adaptation, ecosystem restoration, and community engagement through partnerships with universities, government agencies, nonprofits, and businesses. Our projects include restoring beach dunes, upland habitats, kelp forests, offshore eelgrass, and abalone populations. We also prioritize improving water quality, increasing water availability, and reducing single-use plastics.

TBF manages the Santa Monica Bay National Estuary Program (SMBNEP) in collaboration with the Santa Monica Bay Restoration Commission and partners with Loyola Marymount University to expand research and environmental monitoring through the Coastal Research Institute (CRI).

TBF offers a hybrid work environment, competitive benefits, PTO, and flexible schedules. Our office is located on Loyola Marymount University's Westchester campus in Los Angeles, California.

#### **Position Overview**

The Comprehensive Conservation and Management Plan (CCMP) Program Manager will lead scientific studies and related initiatives in collaboration with the CEO, Director of Programs, and a diverse network of partners. This position plays a key role in advancing environmental monitoring, restoration, conservation and research supporting the SMBNEP CCMP. The CCMP Program Manager will author technical reports, and support adaptive management and strategic planning

#### **Key Responsibilities**

- Develop environmental monitoring and research priorities to advance the CCMP.
- Oversee and conduct field and laboratory research to support the SMBNEP, TBF, and CRI.
- Assist in strategic planning and annual work plan development.
- Author and co-author technical reports, research publications, and grant proposals.
- Support adaptive management of grant-funded projects.
- Participate in internal meetings, public forums, and committee engagements.
- Collaborate effectively with colleagues and project partners.

#### **Primary Tasks**

- Manage and implement scientific studies that advance the SMBNEP CCMP.
- Supervise intern-supported monitoring and research with CRI.
- Prepare and submit semiannual and annual reports.
- Collect, manage, and analyze data following Quality Assurance Project Plans (QAPPs).
- Develop and update QAPPs and SMBNEP CCMP documentation.
- Prepare manuscripts for peer-reviewed journals and other publications.
- Oversee budget and financial tracking for assigned projects.

To restore and enhance Santa Monica Bay through actions and partnerships that improve water quality, conserve and rehabilitate natural resources, and protect the Bay's benefits and values.

8117 W. Manchester Ave. #750  
Playa Del Rey, CA 90293  
(888) 301. 2527  
[santamonicabay.org](http://santamonicabay.org)



- Identify grant opportunities, contribute to grant writing, and develop project budgets.
- Operate TBF vehicles, including vans and small trucks, for project-related tasks.

### **Required Qualifications**

- Minimum of five years of professional experience.
- Background in applied research and science-based resource management.
- Proficiency in statistical analysis, R, GIS software, Microsoft Office, and Google platforms.
- Strong project management experience.
- Experience authoring technical reports.
- Advanced or bachelor's degree in environmental sciences, natural sciences, environmental data management, or a related field.
- Ability to manage multiple projects simultaneously and prioritize effectively.
- Physical ability to lift up to 50 pounds and work in coastal environments, including beaches, rocky intertidal zones, harbors, docks, and vessels.
- Comfortable navigating uneven and slick surfaces and working in variable environmental conditions (e.g., tidal changes, wind, sun, rain, and temperature fluctuations).
- Valid driver's license.

### **Preferred Qualifications**

- Experience working with interdisciplinary teams in academia, government, or applied sciences.
- Teaching experience at the university level.
- Experience working in the Santa Monica Bay watershed or with the US EPA's National Estuary Program.
- Advanced GIS and geospatial analysis skills.
- Professional training in science communication.
- Commitment to TBF and SMBNEP's mission.

### **Additional Considerations**

- TBF fosters a collaborative, team-oriented work environment.
- Flexibility is required in work assignments and responsibilities.
- Fieldwork is conducted from small and large vessels.
- Some field days may involve long hours and extended travel.

### **Compensation & Benefits**

This is a full-time, exempt, salaried position with management responsibilities. The starting salary range is \$85,000-\$95,000, depending on experience.

TBF offers a comprehensive benefits package, including:

- Medical, dental, and vision insurance options.
- Paid holidays and generous PTO.
- 401(k) retirement plan.
- Professional development and growth opportunities.

Applications are **due no later February 28<sup>th</sup>**. The position is open immediately and applications will be reviewed as they are received.



### **How to Apply**

To apply, please email your application with the subject line “**CCMP Program Manager**” to [jobs@santamonicabay.org](mailto:jobs@santamonicabay.org):

1. Cover letter
2. Curriculum vitae (CV)
3. Three professional references

Incomplete or late applications will not be considered.

### **Equal Opportunity Employer Statement**

The Bay Foundation is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Join us in restoring and protecting our coastal environment!