

Special Projects Manager

The Maine Coast Fishermen's Association (MCFA) seeks to fill the new position of *Special Project Manager*. *The Special Project Manager will work* to support resilient working waterfront communities by managing and developing programs and projects to protect critical working waterfront infrastructure, and implement strategies, programs, and policies that benefit commercial fishing and seafood businesses. The successful candidate will have experience with project management, meeting organization, and provision of technical support. Additionally, we are seeking a candidate who has working knowledge of marine infrastructure and related data, working waterfront issues, and municipal planning. This is an outward facing position so strong interpersonal and communication skills will also be prioritized.



Key responsibilities include:

- Building and nurturing trusted relationships with diverse coastal community stakeholders, municipal and regional and state agency staff, and partners.
- Curating, creating, and/or assembling technical information, tools, templates, and other resources; providing technical support to enable efficient use of these resources for learning and action; keeping such resources up to date.
- Organizing and managing logistics for virtual and in-person meetings, workshops, and educational events.
- Collecting data and input from diverse stakeholders to assess changing coastal community needs/priorities, anticipate future processes, track the progress of prioritized activities; use these insights to adapt program strategy and execution as appropriate.
- Monitoring changes in coastal community pressures (gentrification, affordable housing, climate, etc.), legal, policy, and funding mechanisms, seafood markets that could influence coastal community strategies.
- Developing and disseminating program outreach materials.
- Coordinating efforts of internal project teams and partners to ensure timely progress on grant deliverables and project budget management.
- Attending relevant meetings and workshops and sharing insights with MCFA staff and project partners.
- Evaluating program impact.
- Supporting team members and partners in fundraising efforts.
- Other duties as assigned.

Focus Area:

For the first two years, the primary responsibilities for this position will be associated with a Saltonstall Kennedy Program-funded project that will engage and support peer-to-peer learning among a cohort of eight coastal municipalities in Maine. The Special Projects Manager will support the project team's efforts to update and refine MCFA's working waterfront inventory template, work with municipal teams to complete their inventories, incorporate the results into broader municipal planning activities, and take action to protect at-risk working waterfront infrastructure. The Special Projects Manager will be responsible for assembling resources, providing technical assistance, organizing virtual and in-person workshops, and coordinating logistics support for partners and participants. Special Projects Manager will also contribute to the team's research and work with municipalities and project partners to draft metrics that current and future municipal cohorts can use to help establish the community value of various assets beyond the dollar value of landed products.

Additional Opportunities: The Special Projects Manager will have opportunities to support other new and ongoing MCFA initiatives that aim to diversify and stabilize Maine's working waterfronts, build seafood markets, increase access to health and wellness resources, and promote science-based policy decisions. The Special Projects Manager will be encouraged to contribute to the design, funding, and leadership of future projects, and there is long-term potential for the individual in this position to advance into a program leadership role.

Desired Skills and Experience:

- 2-4 years of professional experience in a relevant field
- Proven project management skills and demonstrated organizational abilities.
- Strong writing and interpersonal communication skills, adaptable to various audiences.
- Entrepreneurial mindset, comfortable with self-directed work and advancing ambiguous projects.
- Experience in cultivating and maintaining diverse relationships.
- Ability to thrive in a fast-paced environment with competing demands.
- Proficiency with technology and software solutions, including expertise in data management and analysis.

Reports to: Director of Strategic Initiatives, with strategy oversight by the Director of Community Programs.

Starting salary range: \$50-60K, depending on experience. This is a full-time, benefits-eligible position.