



## PROGRAM OPERATIONS MANAGER

SUPPORTING CONSERVATION & RESTORATION AND SCIENCE & TECHNOLOGY MISSION AREAS

**Location:** Silver Spring, MD  
**Supervisor:** Vice President of Program Operations

### What We Need

The [National Marine Sanctuary Foundation](#) (the Foundation) is seeking a Program Operations Manager, a new position created to support increased growth in our work to create a thriving and healthy ocean, coasts, and Great Lakes. The Program Operations Manager will be a key position responsible for daily coordination and administration of all operations of assigned Foundation programs in the Conservation & Restoration and Science & Technology mission areas.

We need a team member who will work closely across departments and partners to operationalize project work to implement federally- and privately-funded programs and provide detailed review and sustained analysis for programs and projects under their portfolio, including managing the full life-cycle of grant and contract awards made by the Foundation.

The right person for this role can juggle multiple priorities—guiding program implementation, tracking funds, developing and executing spending priorities for funded projects—and act as an advisor on federal award compliance and procurement. The Program Operations Manager will also be a deft organizer, supporting the development and implementation of systems and processes that enhance efficiencies of organizational workflow.

The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We are dedicated to attracting and retaining a diverse staff. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts and Great Lakes for current and future generations.

### What You'll Do

Working at the crossroads of the Foundation's mission programs and the funding sources that support those programs, the Program Operations Manager will oversee the operational planning, establishment, execution, and evaluation of multifaceted programs that consist of a set of closely related sub-projects funded through federal, state, and non-federal private grants and cooperative agreements.

You'll monitor responsible and appropriate use of programmatic funds within the parameters of these awards and provide day-to-day guidance and leadership for operationalizing projects in your portfolio, including compliance and procurement.

### *Manage and Implement Programs and Awards that Support our Mission*

- Oversee program start-up and daily management and administration of projects and the awards that fund them via work planning, budgeting, procurement and invoice reconciliation, check-in meetings, and reporting requirements to funders.
- Develop positive relationships with program managers and field liaisons to help facilitate program implementation and foster progress toward project completion according to planned timelines and budgetary goals.
- Collaborate across internal teams and departments to track incoming funds, help identify cross-functional opportunities, and work with these teams to finalize closeout of incoming fund awards,
- Identify and develop strategies and techniques to optimize project administration process, including creating templates for budget and program implementation.
- Act as the primary point of contact for technical managers and field liaisons to ensure federal and internal policies are followed and program deliverables and spending are on track, supporting purchasing as needed.
- Technical supervisor of staff funded from awards managed under your mission-area portfolio.
- Build relationships with grantees, contractors, and subrecipients, maintaining positive awardee relationships and troubleshooting issues; develop and track agreement details; coordinate with grantees for timely financial and progress report submissions, and conduct risk check-ins as may be required by internal determination.
- Support proposal development process and/or renewals for federal and private award opportunities and write budget modifications as may be needed for received awards to address project needs and timelines, and create and centralize past performance records that support future proposals.
- Coordinate application process for public and invitational competitive grant programs, including acting as liaison for applicants, preparing materials for reviewers, and coordinating with selected awardees.
- Connect communications staff with content generated by grantees, and impact analysis results, for potential use in public communications including social media, web content, and printed publications.
- Increase collaboration, learning, and adapting (CLA) by playing a key role in the implementation of the Foundation's new project management database, including training new users, setting up programs/projects as they are initiated, identifying new needs and efficiencies, and working with the database platform tech support.
- Work on special projects that align with organizational, departmental, and project related goals.

### *Analyze Progress of Projects and Ensure Compliance*

- Track and analyze reported results from grantees and contractors using project management database, and summarize results of biannual reports for senior staff and federal award points of contact.
- Influence and provide support for annual budget process in relationship to funded projects in portfolio, and support the evaluation of personnel capacity for programs, staff hours applied to different grants, and provide recommendations that support growth.



- Conduct any necessary monitoring and site visits, regular phone/video-conference check ins, and internal document audits of programs and projects in the portfolio.
- Keep up-to-date with OMB and agency-specific federal financial assistance award procedures and review and update federal award compliance guidance and procedures documents as needed, conducting quarterly workshops to keep field staff and program managers up to date on policies, and submit required FFATA and Fly America Act reports.
- Act as a help desk for technical managers and other staff to ensure compliance for all Foundation policies and procedures related to program implementation, procurement, and federal award compliance, maintaining a central hub of standard operating procedures.
- Support and help finance team with audit; conduct internal audits of external and internal award documentation throughout the year to ensure the Foundation is audit-ready at all times.
- Support systems and procedures transitions within the Foundation and with partners, contractors, and field liaisons, disseminating new information on a technical, operational, or a tool enhancement to the staff on a periodic basis.
- Identify needs among the staff related to technology, compliance, procurement, etc., and implement solutions.

## Who You Are

As one of the Foundation's two Program Operations Managers, you're a mission-driven, tech savvy individual who thrives in a fast-paced environment, managing multiple projects efficiently and effectively. You have strong administrative and organizational skills, a strong sense of initiative, and work well independently and as part of a team.

- Bachelor's degree and at least 3-5 years of experience in grant administration and/or project management.
- Experience working with federal financial assistance award Uniform Guidance compliance and procurement
- Experience with basic financial management including developing and monitoring budgets and financial reports.
- Capacity to notice when details seem inconsistent.
- Ability to perform in a cross-functional team approach and job responsibilities.
- Strong organizational skills, with ability to prioritize work, meet deadlines, and produce quality results with attention to detail.
- Fluency in Microsoft-based computer software programs, and experience managing databases, as well as intermediate-advanced Excel spreadsheet capabilities are required.
- Experience with database development/creation strongly preferred.
- Ability to distinguish among competing priorities and balance complex and demanding workloads; organize and coordinate work assignments.
- Personable in-person and phone demeanor, diplomatic disposition balanced with ability to defend positions and policies.
- Experience working with grant programs and federal funding and compliance.
- Skill and experience analyzing data and producing spend plans.
- Ability to communicate effectively orally and in writing; experiencing producing reports and proposals.



- A sincere interest in, and commitment to, our mission.

## Why You Will Love Us

- Dedicated and passionate staff committed to marine and Great Lakes conservation.
- Two weeks paid annual leave, plus paid time off the week between December 25 and January 1; and 12 paid holidays.
- Two weeks paid sick leave
- Health Benefits: Medical with an FSA option; dental, and vision
- Foundation paid Life and Disability Insurance
- Preparing for the Future: 403(B) with employer contribution after one year of service
- Commuter Benefits
- Cell Phone Reimbursement

## Where Do I Apply?

[APPLY HERE](#) Applications received before October 4, 2021 will be preferred. Applications must include a resume, cover letter, and at least three professional references.

**Compensation and Benefits:** \$55K-\$65K based on experience. The Foundation offers a competitive benefits package.

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*The National Marine Sanctuary Foundation is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.*