

U.S. Coastal Programs Manager (U.S. - IL, IN, MI, MN, OH, PA, NY, WI)

December 2025

The **Great Lakes and St. Lawrence Cities Initiative / Alliance des villes des Grands Lacs et du Saint-Laurent** is a leading multinational coalition of municipal and Indigenous leaders committed to driving economic prosperity while safeguarding the freshwater resources of the Great Lakes and St. Lawrence River Region. Joining our team means stepping into a vibrant, fast-moving environment where you'll collaborate directly with mayors, senior municipal officials, and other influential decision-makers—alongside Canadian and American colleagues passionate about making a real difference.

We're looking for a **U.S. Coastal Programs Manager** to work with communities in the United States on our grant-funded programs. This position will be focused on climate adaptation and coastal resilience with the opportunity to grow into other areas as funding is secured. The Cities Initiative has successfully secured over \$4 million in grants to support cities in our region in developing resilient, sustainable coasts through our coastal programs and is currently pursuing opportunities to fund new initiatives that align with our other strategic priorities, including economic transformation, freshwater protection and water access.

This position reports to the Chief Programs Officer. This is a full-time, remote position. Our ideal candidate brings strong organizational and project management skills, a collaborative spirit, and the drive to turn ideas into action. If you're ready to put your skills to work to advance the interest of one of North America's most important economic regions and a globally significant freshwater resource, **we want to hear from you**.

The **deadline to apply for this position is January 4, 2026**. We thank all candidates in advance for their application, but only those invited for an interview will receive a reply.

MAJOR DUTIES AND RESPONSIBILITIES

The U.S. Coastal Programs Manager will manage the Cities Initiative's two core U.S. coastal programs – the Initiative for Resilient Great Lakes Coasts and the Resilient Coastal Projects Initiative. This is a supervisory role. In addition, the U.S. Coastal Programs Manager will support project communications and programming at our regularly scheduled events.

- Manage, deliver, evaluate and report on coastal programs | **80%**
 - Build relationships with mayors, municipal staff, federal partners and regional advisors
 - Lead the development and implementation of program workshops and forums
 - Provide project technical review and score projects for funding/design support
 - Arrange meetings and coordinate support with partners and stakeholders
 - Develop and monitor project timelines and work plans
 - Review budgets and consultant contracts and invoices
 - Prepare programmatic reports required by funders
 - Evaluate and report on program metrics and document lessons learned
- Supervise a small team of project managers | **10%**
 - Delegate tasks, oversee workflows and track progress toward project goals
- Facilitate project advancement, working closely with the Project Funding Specialist | **5%**
 - Document status and needs of coastal resilience projects
 - Review and contribute to grant proposals
- Support development of materials for communications and events | **5%**

KEY QUALIFICATIONS AND COMPETENCIES

- **Required Qualifications:**
 - Master's degree + 3 years of related professional experience
 - Experience leading climate resilience or habitat restoration projects or programs
 - Knowledge of federal and state agencies and funding programs related to climate resilience
 - Experience planning and facilitating meetings or workshops in virtual, hybrid and in-person formats
 - Experience supervising staff, contractors or students
 - Proficiency with virtual meeting platforms (Teams, Google, Zoom, etc.)
 - Experience tracking budgets and expenditures and writing grant progress reports
 - Knowledge of Great Lakes ecosystems and issues facing the region
- **Preferred Qualifications (strong applicants will have one or more of the following):**
 - Experience managing state or federal funding (via grants or directly as agency employee)
 - Experience partnering on or leading coastal resilience projects
 - Experience working with municipalities at the staff or elected official level
- **Competencies:**
 - Organized, with the ability to multi-task, prioritize and deliver on multiple demands under tight deadlines
 - Sound judgement and strategic decision-making
 - Effective interpersonal skills and evidence of teamwork
 - Self-discipline to work at a virtual organization
 - Eagerness to learn and grow through mentorship and professional development opportunities
 - Fluency in English

WHAT WE OFFER

- Starting salary of \$70,000 to \$80,000 annually contingent on qualifications
- Comprehensive benefits package, including optional employer-sponsored health insurance and retirement matching contributions
- Three weeks of paid vacation plus paid federal holidays and bonus paid time off during our annual holiday shutdown.

WORK LOCATION

This position is **fully remote** with travel required 4-5 times per year. Candidates **must be based in one of the eight U.S. Great Lakes states.**

HOW TO APPLY

Send a cover letter and a resume to Bridget Brown, Chief Programs Officer, bridget.brown@glslcities.org. The subject line should read "Coastal Programs Manager Application." The application deadline is January 4, 2026.

DIVERSITY STATEMENT

The Cities Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

LEARN MORE ABOUT US

Learn more at <https://glslcities.org/>