



# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Lake Rx Program Manager	Lilly Center for Lakes & Streams	Collaboration & Marketing Program Director	1.0	Exempt

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**Scope of Responsibilities:** Coordinates and supports environmental grantmaking, project management, partner collaboration, and community outreach activities focused on water quality improvement, agricultural best management practices, wetlands, and related conservation initiatives. Responsibilities include facilitating grant program, managing project processes, ensuring compliance with funding and regulatory requirements, supporting grant-seeking and reporting efforts, maintaining strong stakeholder relationships, and representing the organization through technical communication and public engagement.

**Essential Responsibilities:**

- Facilitate the Lilly Center’s Lake Rx grantmaking process, including proposal solicitation, application review support, funding recommendations, and grant agreement development and execution.
- Monitor Lake Rx-funded projects for compliance with grant agreements, budgets, timelines, reporting requirements, and applicable regulations or permit conditions.
- Manage assigned environmental projects through planning, permitting, implementation, inspections, compliance monitoring, evaluations, and project closeout activities.
- Support Lilly Center grant-seeking efforts through proposal development, technical writing, data compilation, and preparation of required reports and financial documentation.
- Support strong collaborative relationships with community members, partner organizations, agencies, contractors, consultants, and other stakeholders.
- Support partner-led environmental initiatives and collaborative projects through coordination, technical assistance, communication, and logistical support as directed by supervisory staff.
- Maintain current knowledge of best available science, emerging practices, and applicable regulations related to agricultural best management practices (BMPs), watershed protection, wetlands, lake management, and water quality improvement.
- Represent the organization at partner meetings, public meetings, conferences, and outreach events through presentations, project updates, and technical communication.
- Coordinate and/or plan outreach activities or events as needed related to agricultural BMPs, wetlands, lake weed management, water quality protection, and responsible boating practices.
- Maintain accurate project records, schedules, budgets, databases, and documentation to support effective program administration and reporting.



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## Supervisory Responsibilities:

Student Level – may supervise a small team of students

## Qualifications:

### A. Minimum:

#### Education

- Bachelor's degree in environmental science, natural resources, biology, ecology, watershed management, environmental policy, agriculture, or a closely related field.

#### Experience

- 4+ years of professional experience in environmental program coordination, project management, grant administration, natural resource management, watershed management, agriculture, conservation, or a related field.
- Experience coordinating projects involving multiple partners, stakeholders, contractors, or agencies.
- Experience preparing technical documents, reports, grant materials, or project-related correspondence.
- Experience organizing meetings, outreach activities, workshops, or public engagement efforts.
- Familiarity with agricultural BMPs, water quality protection, wetlands, lake management, or related environmental practices.
- Valid driver's license and ability to travel locally for meetings, inspections, site visits, and outreach activities.

#### Knowledge, Skills, and Abilities

- Strong organizational and project coordination skills with the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills, including presentation and facilitation abilities.
- Ability to build and maintain effective working relationships with diverse partners, agencies, contractors, and community members.
- Ability to interpret and apply grant requirements, technical guidance, permits, regulations, and organizational procedures.
- Proficiency with standard office software, including Microsoft Office applications and database or spreadsheet management.
- Ability to work independently while also contributing effectively as part of a collaborative team.

### B. Preferred:

#### Education

- Bachelor's degree in environmental science, natural resources, biology, ecology, watershed management, environmental policy, agriculture, or a closely related field.



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## Experience

- 8+ years of professional experience in environmental program coordination, project management, grant administration, natural resource management, watershed management, agriculture, conservation, or a related field. A master's degree in a relevant field as described above may substitute for up to 2 years of experience.
- Experience managing environmental restoration, conservation, watershed, agricultural, wetlands, or lake management projects.
- Experience with state or federal environmental funding programs and associated compliance requirements.
- Experience coordinating permitting activities and working with regulatory agencies.
- Experience developing and delivering public presentations, educational programming, or community outreach initiatives.
- Experience working with, conservation organizations, watershed groups, local governments, or agricultural producers.
- Experience tracking project budgets, expenditures, and reimbursement documentation.

## Knowledge, Skills, and Abilities

- Knowledge of current science and best practices related to agricultural BMPs, nutrient reduction, watershed protection, habitat restoration, wetlands, and aquatic resource management.
- Familiarity with GIS, environmental monitoring, data management, or project management systems.
- Strong facilitation, partnership-building, and consensus-building skills.
- Ability to evaluate project outcomes and environmental impacts using technical and programmatic information.
- Demonstrated ability to manage complex projects with minimal supervision.

**Status: Full Time; Exempt**

**A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).**

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