

## Division Director – Lake Champlain Programs

Full-time in Grand Isle, VT



Seeking a collaborative and experienced leader to oversee activities related to NEIWPCC's Lake Champlain programs and Champlain Valley National Heritage Partnership activities. This individual will provide overall program coordination, budget oversight, administration, and cooperation with partners to facilitate federally funded activities that protect and improve the natural and human resources of the Lake Champlain watershed. The position will need both administrative depths to manage complex, multi-partner programs and passion to champion one of the region's most treasured natural resources.

### Position Overview

- Supervise and oversee NEIWPCC's Grand Isle office location and staff working on Lake Champlain Programs from various locations; track and manage staff activities to meet workplan commitments, analyze performance and workflows to optimize efficiency, and foster collaboration among internal and external teams.
- Build, strengthen, and maintain effective partnerships with stakeholders and policymakers at federal, state, and local levels; convene partners to meet strategic objectives, and support the Lake Champlain Steering Committee, Executive Committee, and other committees for program implementation.
- Oversee the execution of workplans associated with \$52M in funding; prepare annual funding agreements, workplans and budgets, and facilitate quarterly report submissions, ensuring compliance with federal and state requirements; monitor expenses, manage invoice processes, and implement cost-effective resource use.

### Preferred Qualifications

- A graduate degree in public administration, environmental and land use planning, environmental or water science or policy, or in a field related to natural resources.
- At least fifteen years of experience in public or non-profit administration or related field, with at least 10 years of supervisory or managerial experience.
- Ability to draft proposals, press releases, budgets, contracts, cooperative agreements, and reports.
- Strong collaboration and communication skills, ability to facilitate large group meetings, and the ability to build trust and deliver results.
- Knowledge of the legislation and programs related to Lake Champlain resource management as well as environmental laws and regulations.

### What We Offer

The anticipated annual salary range for this position is \$100,000 - \$120,000. NEIWPCC offers an outstanding comprehensive benefits package for eligible employees:

- Offers great health, dental and vision coverage with low premiums, deductibles, and co-pays.
- Contributes 10% of annual base salary to employee retirement plan.
- Provides generous paid time off: three weeks of accrued vacation time, three weeks of accrued sick time, three personal days, holidays, and volunteer leave.
- Funds tuition reimbursement and professional development.
- Qualifies for the Public Service Student Loan Forgiveness program.



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### Position Logistics

This full-time position will work 8 hours per weekday and is based out of Grand Isle, VT. Duties will be performed largely in an office setting and will require regional travel to Massachusetts, Vermont, New York and Quebec, for which a valid driver's license, private means of transportation, and a valid passport or enhanced license is required. Occasional weekend and evening work is required. After six months, this position may be eligible for a hybrid telecommuting work schedule, subject to approval and program needs.

### To Apply

Submit your cover letter, resume and an original authored professional writing sample by email to [jobs@neiwpc.org](mailto:jobs@neiwpc.org) by July 19, 2026. Please reference #26-LCBP-006 in the email subject line. Accepting applications until the position is filled, in-person interviews will begin the first week of August. A full position description and benefits may be viewed at: <https://neiwpc.org/about-us/careers>.

### About NEIWPCC

NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise. Our mission is to advance clean water in the Northeast through collaboration with, and service to, our member states. NEIWPCC is an equal opportunity employer.