



## CHESAPEAKE BAY COMMISSION

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### POSITION DESCRIPTION VIRGINIA DIRECTOR CHESAPEAKE BAY COMMISSION

#### **JOB APPLICATION**

Deadline: February 6<sup>th</sup>, 2026

Send personal statement, resume, and short writing sample to [jdieux@chesbay.us](mailto:jdieux@chesbay.us).

#### **POSITION: VIRGINIA DIRECTOR**

The Chesapeake Bay Commission is seeking a highly motivated, creative individual to serve as its Virginia Director. The Virginia Director is responsible for supporting and representing the Chesapeake Bay Commission, and more specifically, the members of the Virginia Delegation, on issues related to the Chesapeake Bay. The position reports and is responsible to the Commission's Executive Director and also works directly with and for the Chair of the Commission's Virginia Delegation on Bay-related science and policy matters. This position is a full-time employee of the Commission and is considered a Virginia state employee for the purposes of retirement, health insurance, and other employee benefits.

#### **THE CHESAPEAKE BAY COMMISSION**

The Commission is a tri-state legislative body dedicated to the restoration of the Chesapeake Bay. The Commission works with the General Assemblies of Maryland, Pennsylvania, Virginia, and the U.S. Congress to develop sound policies and law related to the Chesapeake Bay. The Commission provides information and advice on Chesapeake Bay issues to the members of the three General Assemblies.

The Commission is one of the signatories to the *Chesapeake Bay Watershed Agreement*, along with each watershed state, the District of Columbia, and the U.S. Environmental Protection Agency. The *Agreement* serves as the framework for the multi-jurisdictional Chesapeake Bay Program. As a signatory, the Commission serves as a leader of the Chesapeake Bay Program and is fully involved in all Bay Program policy and implementation decisions.

The Commission maintains a staff of five full-time employees. The Executive Director, Administrative Officer, and Maryland Director are based in the headquarters office in Annapolis, Maryland. The Pennsylvania Director and the Virginia Director maintain offices in the Harrisburg and Richmond capitol complexes, respectively. All employees are responsible for federal, regional, and state-specific work, as assigned by the Commission members and its Executive Director.

#### **JOB RESPONSIBILITIES**

The Virginia Director will support the Commission's science and policy priorities by researching and analyzing Chesapeake Bay restoration and recommending and developing policy matters for the Commission and for the Virginia Delegation; planning, attending, and presenting at all quarterly Commission meetings and at meetings of the Virginia Delegation; representing the Commission on Chesapeake Bay Program Goal Implementation Teams, on Virginia stakeholder committees for Bay-related activities, and at public forums; working cooperatively with state and

federal agencies and the U.S. Congress on regional initiatives related to Bay restoration activities; regularly briefing the Virginia Delegation members, the Executive Director and staff on ongoing and emerging Bay policy matters; drafting talking points for Commission members on Bay-related issues as requested; participating regularly in CBC staff meetings and conference calls; writing and editing the annual report and other Commission publications or presentations, as assigned; handling press inquiries in coordination with the Executive Director on issues related to Commission business; reviewing and translating complex scientific information on Chesapeake Bay restoration for Commission members and the public; assisting the Executive Director in determining recommended Commission positions on regional issues of concern; educating stakeholders and the public on the history, purpose, and accomplishments of the Commission.

In addition, the Virginia Director will support the work of the Commission's Virginia Delegation by identifying emerging issues and policy opportunities for the Virginia Delegation members and other members of the Virginia Assembly; maintaining contact with and monitoring the activities of the Virginia General Assembly, state and federal regulatory agencies, and other critical stakeholder groups; coordinating special briefings and meetings of the Delegation, and providing staff support for these meetings; staffing the legislative activities of the Virginia Delegation; providing drafting support for Commission-sponsored legislation; monitoring, analyzing and preparing testimony on legislation of concern to the Commission; providing analysis and briefing materials for the Virginia Delegation on Bay restoration policies; providing programmatic and administrative support for any study committee or legislative reviews requested by the General Assembly and assigned to the Virginia Delegation; and otherwise assisting the Chair and members of the Delegation on Chesapeake Bay-related matters, as needed.

### **PROFESSIONAL EXPERIENCE, EDUCATION AND QUALIFICATIONS**

The Virginia Director is a senior position requiring possession of a minimum of a bachelor's degree from an accredited college and five or more years of full-time professional experience in environmental policy and legislative or regulatory matters. A master's degree or J.D. may be substituted for experience. The Virginia Director should have experience managing project development and implementation independently, and have strong organizational skills, demonstrated personal initiative, the ability to prioritize tasks, and an aptitude for working with a broad range of issues and diversity of stakeholders. Proficient writing and public speaking skills and a familiarity with the Virginia General Assembly, Virginia natural resource agencies, Chesapeake Bay Program, and/or the U.S Congress is desirable.

### **SALARY RANGE**

The salary range for a state director position is between \$92,700 and \$118,500 per year, commensurate with experience. Applicants are encouraged to indicate their compensation requirements in their application materials. Commission staff generally follow a standard, forty-hour work week with flexible telework opportunities. Additional time (evenings and weekends) will be required during the Virginia General Assembly session and for quarterly Commission meetings; some overnight travel within the watershed is also expected. The Commission offers a comprehensive state benefits package including vacation, personal and sick days; state-recognized holidays; medical, prescription, dental and vision coverage; and required participation in the state-provided retirement/pension system.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Commission and its work are made richer by the diversity of perspectives among its members and staff. It is the policy of the Commission to provide all applicants for employment and all Commission employees with equal opportunity regardless of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or veteran status in all matters related to employment and to treatment on the job.

## **APPLICATION PROCESS**

Applicants should submit a personal statement summarizing both interest and qualifications for the position, a resume, and a short writing sample. If selected for an interview, three references will be requested. Further information can be sought by calling 410-263-3420 or e-mailing [jdieux@chesbay.us](mailto:jdieux@chesbay.us).