



# Executive Director

Annapolis, MD



## About Us

**For more than 40 years, the Chesapeake Bay Commission has served as the Bay region's policy leader, focused on policy, law, and budgets at the state and federal levels. The Commission works to support the restoration of the waters, land, and habitats, and promote the well-being of the people, that define the Chesapeake Bay. The Commission's reach and impact are watershed-wide.**

As a tri-state legislative body, the Commission works predominantly with the legislatures of Virginia, Pennsylvania, and Maryland to develop sound policies and laws related to the Chesapeake Bay. The Commission provides information and advice on Chesapeake Bay issues to the members of these three legislatures. The Commission also works interactively with the executive branch leaders and agencies of these three states as well as Congress.

The Commission is one of nine signatories to the Chesapeake Bay Agreement, along with the governors of Virginia, West Virginia, Pennsylvania, New York, Maryland, and Delaware, the mayor of the District of Columbia, and the administrator of the U.S. Environmental Protection Agency. The Agreement serves as the framework for the multi-jurisdictional Chesapeake Bay Program. As a result of its role as a signatory, the Commission is also fully involved in the work of the Program.



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 each maintain offices in the state capitals of Harrisburg and Richmond, respectively. All employees are responsible for both regional and state-specific work, as assigned by the Executive Director and by members of the Commission.



## The Opportunity

The Executive Director (ED) of the Chesapeake Bay Commission reports directly to the leadership and members of the Commission. The ED provides visionary leadership and strategic policy oversight to Commission members and staff. The ED also participates at the highest levels of the Bay Program, providing leadership on the Program's priorities and actions.

The ED serves as the senior manager of the Commission staff and its offices in the three states of Virginia, Pennsylvania, and Maryland. The ED oversees the staff work plans and priorities as well as interactions with Commission members, other elected officials, state and federal agencies, and partner organizations such as environmental NGOs and agricultural and business advocacy groups. Essential functions include:

### Primary Spokesperson

- ❖ Serve as the chief spokesperson for the Commission in a variety of venues, from providing testimony to addressing forums to negotiating with legislators.
- ❖ Cultivate productive relationships and partnerships with key stakeholders, including elected officials, governmental entities, academic and scientific institutions, nonprofits, and media.

- ❖ Promote the Commission's role and reputation at the state, national and international levels.
- ❖ Interact with the scientific community to promote sound policy-making grounded in the best science available.

### Policymaking

- ❖ Identify near-term and long-term needs and policy opportunities on important and emerging Chesapeake Bay restoration and protection issues.
- ❖ Help create and oversee the Commission's policy development and strategy at the state and federal levels.
- ❖ Draft and review proposed legislation and legislative testimony.
- ❖ Play a leadership role in securing federal and state appropriations to support restoration.
- ❖ Envision and lead the development of the quarterly Commission meeting agendas to ensure dynamic, substantive policy discussions that provide the Commission members with the opportunity to create balanced, well-informed policy.
- ❖ Serve as the voice of the Commission in the workings of the Chesapeake Bay Program, maintaining the Commission's role as the legislative arm of the Program.



## The Opportunity (Continued)

### Policymaking (Continued)

- ❖ Coordinate and support Commission staff involved in the Chesapeake Bay Program.
- ❖ Work with staff to design and produce meetings, webinars, and policy reports that reflect the Commission's policy-making priorities and efforts.
- ❖ Oversee engagement with elected officials, both on the Commission and external to it, to create or influence legislative initiatives and regulatory policies.
- ❖ Oversee engagement with stakeholders to inform and create policy.

### Administration and Management

- ❖ Manage the Commission staff; assign and delegate work responsibilities and provide constructive feedback on staff performance throughout the year.
- ❖ Work with the staff and Commission members to set goals and priorities.
- ❖ Oversee and participate in the writing, production, and distribution of the Commission's written products, including a statutorily mandated annual report.

- ❖ Coordinate with Commission members to ensure the timely appointment of members and election of the annual slate of Commission leadership.
- ❖ Develop and manage the Commission budget, oversee the engagement of the annual audit, pursue grant opportunities, and oversee contractual support.
- ❖ Ensure transparent and regular communication with the Commission members and, in particular, its leadership.
- ❖ Develop and retain high-quality staff.
- ❖ Ensure the maintenance of the Commission's culture of teamwork, mutual respect, collaboration, and fulfillment of the Commission's bipartisan mission.



# The Candidate



## Education, Skills, and Experience

- ❖ At least ten years of experience in environmental policymaking, organizational leadership, and public speaking. Graduate-level degree in environmental policy, science, or law preferred.
- ❖ Excellent oral and written communication skills, including the ability to distill complex issues into understandable terms as well as the ability to communicate effectively with people from diverse backgrounds and experiences.
- ❖ Experience in a leadership role working on environmental issues, including working and negotiating with high-ranking officials, legislators, business, and community leaders.
- ❖ Ability to understand local, regional, and federal political landscapes and serve as an effective advocate, liaison, and negotiator.
- ❖ Familiarity with Chesapeake Bay environmental issues and laws as well as the legislatures and legislative processes of Virginia, Pennsylvania, and Maryland.
- ❖ Strong organizational, partnership, and resource allocation skills.
- ❖ Willingness to travel and flex hours according to work demands.

## Compensation

- ❖ The Commission offers a comprehensive state benefits package including vacation and personal days, state holidays, sick days, health, vision, dental, and life insurance, a defined-benefits pension plan, and a tax-deferred (401K and 457) retirement plan. A state vehicle is available for work travel. Parking is provided. The position is based in Annapolis, Maryland.





Applications should be submitted at:  
<https://driwaterstonehc.com/position/Chesapeake-bay-commission-ED>

All first-round interviews for this position will take place via video conference with DRiWaterstone.

DRiWaterstone is an executive search firm that recruits senior leaders for non-profit and social enterprise organizations.

Chesapeake Bay Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.