



Rachael L. Peabody
Acting Executive Director

Hon. Ashley C. Chriscoe
Chairman

Fight the Flood (FTF) Project Manager

Position Title: Fight the Flood (FTF) Project Manager

Organization: Middle Peninsula Planning District Commission (MPPDC)

Employment Type: Full-time grant-funded position

Pay Range: \$60,000 – \$70,500

Position Summary

The Fight the Flood (FTF) Project Manager manages the day-to-day operations of the Fight the Flood program (<https://fightthefloodva.com/>), which supports local flood resilience and environmental project management through technical assistance, funding programs, public outreach, and coordination of mitigation projects such as septic system improvements and living shoreline installations. This position plays a vital role in helping Middle Peninsula communities reduce flood risk, protect waterways, infrastructure, and property, and strengthen local economies. This role also helps residents understand their options and make informed decisions as they work toward greater flood resilience.

The Project Manager serves as the primary public-facing contact for program participants and partners and is often the initial point of contact for homeowners seeking assistance. The ideal candidate brings strong technical and organizational skills along with a thoughtful approach to working with community members and an appreciation for coastal communities and their way of life. Responsibilities include coordinating program activities, supporting project implementation through contractors, directing consultants, managing documentation and compliance, supporting loan and grant programs, tracking budgets, providing community assistance, preparing grant applications, public speaking, and contributing to program evaluation and long-term sustainability efforts.

Key Responsibilities

Project Management & Coordination

- Manage daily program operations, scheduling, communications, and workflow.
- Serve as the primary public-facing contact for residents, applicants, and partner organizations.
- Coordinate with local governments, contractors, consultants, and other stakeholders.

Project Implementation & Budget Tracking

- Coordinate on-the-ground mitigation projects such as septic system upgrades and living shoreline installations.
- Oversee contractor and consultant activities, monitor progress, and ensure project quality.
- Track project budgets and expenditures; process invoices and maintain accurate financial documentation.

HUB 33

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Loan, Grant, & Compliance Support

- Serve as the primary intake point for septic and living shoreline loan applications.
- Work directly with homeowners to collect required documentation and assemble complete loan application packages.
- Explain program requirements, eligible and ineligible expenses, and what the loan does and does not cover (“front-end counseling”).
- Maintain grant records, compliance documentation, and reporting materials.
- Ensure program activities align with funding requirements, budget, timelines, and deliverables.

Data, Mapping, & Documentation

- Maintain program records, data systems, and tracking tools.
- Support basic GIS mapping and spatial data organization for project tracking, reporting, and documentation.

Program Improvement & Sustainability

- Contribute to sustainability planning by evaluating funding options, identifying grant opportunities, and helping shape long-term financial strategies for the program.
- Contribute to program refinements, outreach efforts, and public education initiatives.

Required Qualifications

- Bachelor’s degree or equivalent professional experience in public administration, planning, emergency management, environmental or natural resource studies, finance, or a related field.
- Experience in administrative or project management roles.
- Demonstrated ability to provide high-quality customer service and support to residents, applicants, or the general public.
- Strong organizational skills and excellent attention to detail.
- Effective written and verbal communication skills.
- Proficiency with standard office software, databases, and data tracking systems.
- Basic familiarity with GIS tools (e.g., ArcGIS, ArcGIS Online, QGIS) or willingness to learn.

Preferred Qualifications

- Experience supporting grant-funded or public-sector programs.

- Familiarity with infrastructure, environmental, or resilience-related projects.
- Experience supporting loan, grant, or cost-share assistance programs.
- Experience coordinating vendors, consultants, or contractors.
- Experience using GIS for mapping, spatial data management, or project documentation.

How to Apply

Interested applicants should submit the following:

- A cover letter describing your interest in the position and relevant experience
- A current résumé

Materials should be emailed to jfarmer@mppdc.com with the subject line: **FTF Project Manager Application**.

Applications must be received by January 2.

Applications will be reviewed following the deadline, and interviews are anticipated to be conducted on or about the week January 13.