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**BOSTON HARBOR NOW**

**Manager of Park Partnerships and Operations**

Boston Harbor Now is an exciting new civic organization in Boston building on 60 years of experience invested in realizing Boston Harbor’s full potential. Our mission is to maximize the impact, visibility and utilization of Boston Harbor by planning, advocating for, and activating a vibrant and economically active, environmentally healthy and socially valued harbor, waterfront and islands.

Boston Harbor Now is looking for a Manager of Park Partnerships and Operations who will lead Boston Harbor Now’s work supporting our City, State and Federal park agency partners, including managing vendor contracts for the Boston Harbor Islands National and State Park. Working in collaboration with the Boston Harbor Islands Partnership and with Boston Harbor Now’s planning and public programs staff, the Manager of Park Partnerships will help expand our public-private partnerships to activate and increase access to parks throughout Boston Harbor and the Boston Harbor Islands and ensure a world class visitor experience. This effort will include cultivating and maintaining relationships with the Massachusetts Department of Conservation and Recreation (DCR), National Park Service (NPS) and City of Boston Parks and Recreation Department leadership and operations staff, as well as outreach to City, political leaders and State and Federal legislators to build support for maintaining and improving parks and park funding.

**Position Summary:**

The Manager will play the key role in expanding our public-private partnership with the DCR, NPS, City of Boston and other agencies at the operational level. The Manager will report to the Director of Finance and Administration. Responsibilities include but are not limited to:

* Coordinating directly with DCR and NPS operations staff to plan for annual Boston Harbor Islands National and State Park operations and ensure smooth daily operations throughout the season.
* Management and oversight of Boston Harbor Islands National and State Park vendor contracts, including ferry operator, food and events concession, boat moorings and marina reservations, and operations at the Welcome Center on the Greenway, ensuring coordination with park operations staff, issue resolution, annual operating plans, and reporting to agency partners.
* Supporting the Director of Finance and Administration with negotiating and updating partner agreements with park partners.
* Facilitating project management, budget oversight and operations support for park projects.
* Staffing the appropriate Boston Harbor Now Board Committee and assisting NPS with staffing the Boston Harbor Islands Partnership
* Identifying and developing new and expanded partner relationships and earned income opportunities harbor wide

**Qualifications:**

* Minimum of five years of experience working at or in partnership with public park agencies;
* Demonstrated experience leading and managing projects with multiple diverse public and private partners;
* Experience with vendor contract management;
* Commitment to Boston Harbor Now’s core principles (see below) and willingness to work as part of a diverse team committed to sustainability and public access to the waterfront and harbor.
* Ability and willingness to raise funds through grant writing, events and individuals.
* Demonstrated ability to lead and manage budgets, contractors and staff.
* Exemplary public speaking and writing ability as well as proficiency with Microsoft Office.
* Flexibility to work on nights and weekends, if necessary.
* Advanced degree/Masters-level education or equivalent experience preferred.

**Benefits and Salary:**

Boston Harbor Now offers a competitive salary and benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(b).

In addition to being an Equal Opportunity Employer, Boston Harbor Now aims to create a thriving, inclusive team that values all aspects and perspectives of each member.

To apply please send your resume/CV and cover letter to [employment@bostonharbornow.org](mailto:employment@bostonharbornow.org) for consideration.

**Core Principles**

These principles represent our values as an organization. We are guided by these principles in all our efforts. We believe in:

* **Partnering and collaborating** withgovernment, other civic organizations, individuals, and businesses to execute our mission and achieve our vision.
* **Waterfront development and infrastructure** that promotes a vibrant and accessible public realm along Boston Harbor.
* **Dynamic, connected open space and recreational development** that attracts visitors, tourists, and residents from all parts of the city to the waterfront and the harbor islands.
* **Climate preparedness** that considers the best available science, protects against coastal flood damage and supports district-wide resilience.
* **A robust working port** that continues its role as a major contributor to the region’s economy.
* **A Boston Harbor and Islands National and State Park** that provide a range of engaging accessible and affordable visitor activities, with well-maintained infrastructure.
* **Water transportation** that is seamlessly integrated with landside public transit and is part of a comprehensive network that supports increased ridership.
* **Protecting the healthy environment** and ecology of Boston Harbor and Islands.