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OPPORTUNITY

**SFEI** San Francisco  
Estuary Institute

# CLEAN WATER PROGRAM ADMINISTRATOR

**SAN FRANCISCO ESTUARY INSTITUTE | RICHMOND, CA**

**ANNUAL SALARY: \$124,200–\$181,150 DOE/DOQ\***

\*A COLA increase is scheduled for July 1, 2026.

Sign-On Bonus  
**OR** Relocation  
Assistance  
Options  
Available

**T**HE SAN FRANCISCO ESTUARY INSTITUTE (SFEI) IS SEEKING A PROGRAM ADMINISTRATOR TO JOIN THE NUTRIENT MANAGEMENT STRATEGY (NMS). This is a unique opportunity for a seasoned professional with a strong technical foundation in water quality or environmental engineering to manage a science program. Responsibilities may include supervising one or more staff members, managing a \$4 million annual program budget, and guiding complex multi-agency projects. The Program Administrator will be instrumental in translating complex scientific work into clear, actionable information for policy decision makers, regulators, dischargers, and community stakeholders. The ideal candidate is a collaborative leader with exceptional communication skills and the ability to bridge science and policy with credibility and clarity. Through this work, the Program Administrator will influence policies that safeguard the health and resiliency of more than eight million residents across the San Francisco Bay and Delta region. ***Dive into a role that protects the Bay's future, apply today!***





# The Community

**T**HE SFEI OFFICE IS LOCATED IN RICHMOND, CALIFORNIA, in the northeast corner of the San Francisco Bay region. We are adjacent to the cities of Berkeley and Oakland and are 20 minutes from San Francisco. The Bay Area offers a vibrant cultural scene and a great access to nature and outdoor activities, including beaches, mountains and redwood forests along with a variety of sports and family-friendly activities.

Our temperate climate (mild summers and winters) provide easy access to physical activities, with numerous parks, hiking trails, beaches, and opportunities for biking. The region is known for diverse culinary landscape, beautiful scenery, innovative spirit and comprehensive transportation system.



# The Organization

**SFEI** is a nationally recognized 501(c)(3) nonprofit and joint powers authority (JPA) with more than 30 years of experience delivering independent, innovative science to inform policy and improve the health of the San Francisco Bay-Delta ecosystems. Operating at the intersection of science and policy, SFEI is respected for its ability to build consensus and provide actionable data for effective environmental decision-making. With 92 staff and an operating budget of \$18 million, SFEI advances its mission to deliver visionary science that empowers people to revitalize nature in their communities. The Institute is organized into three major programs—Clean Water, Environmental Informatics, and Resilient Landscapes—drawing on expertise across chemistry, ecology, engineering, geospatial analysis, landscape planning, historical ecology, and related fields.

As a trusted convener, the Institute is known for its independence and credibility, uniting diverse stakeholders around water quality and ecosystem challenges. With a regional focus spanning San Francisco Bay and the Delta, SFEI addresses nutrient pollution, water quality monitoring, and ecosystem restoration. The organization offers a collaborative, flexible, and supportive workplace culture—complete with a dog-friendly office—that is defined by strong partnerships and a deeply mission-driven team.

[LEARN MORE](#)



## THE CLEAN WATER PROGRAM

**SFEI'S CLEAN WATER PROGRAM** is recognized nationally as one of the premier water quality science initiatives, dedicated to anticipating and addressing the data needs of policymakers, resource managers, and the public. The program provides the scientific foundation for effective policies that safeguard the health for eight million residents and the region's waters. Its work encompasses nutrient management, contaminants of emerging concern such as PFAS and microplastics, contaminated fish, and long-term ecosystem monitoring through the Regional Monitoring Program for Water Quality in San Francisco Bay. The Nutrient Management Strategy sits within the Clean Water Program.

By combining monitoring, advanced modeling, targeted studies, and impact assessments, the Clean Water Program delivers rigorous, actionable science to inform regulatory decisions and guide investments in water quality improvement. Trusted for its independence and collaborative approach, SFEI convenes regulators, dischargers, academic partners, non-governmental organizations (NGOs), and communities across the Bay-Delta region to ensure environmental decisions are grounded in the best available science and responsive to the region's most pressing challenges.

[READ ABOUT THE PROGRAM](#)







# The Job

## **T**HE PROGRAM ADMINISTRATOR LEADS SFEI'S NUTRIENT MANAGEMENT STRATEGY

in coordination with the Lead Scientist of the NMS. This role may supervise one staff member and administer a \$4 million annual program budget, ensuring sound financial stewardship, contract and grant compliance, and the effective delivery of program outcomes. The Program Administrator works closely with technical experts and represents the program with credibility and authority.

The primary role will be to co-lead a team investigating nutrient biogeochemistry and ecosystem function in San Francisco Bay (SFB) as part of the SFB Nutrient Management Strategy (NMS). The NMS, implemented by SFEI, is a multi-year science program studying the impacts of nutrient loads to SFB and evaluating potential management options. Our team, comprised of SFEI staff and regional collaborators, pursues NMS research priorities through a range of approaches, including long-term monitoring (ship-based and moored sensors), targeted field studies, data analysis and synthesis, and numerical modeling.

A core responsibility of this role is managing program teams and processes while contributing to and implementing the strategic programmatic vision. The Program Administrator also participates in scientific meetings to remain current on program priorities and supports project teams in producing timely, high-quality products and results.



# The Ideal Candidate

## **T**HE IDEAL CANDIDATE IS A SEASONED PROFESSIONAL

with a strong background in water quality or environmental engineering. While not directly engaged in hands-on scientific research, the Program Administrator must possess a solid technical foundation to understand the work, collaborate effectively with other technical experts, and represent the program. The successful candidate brings extensive experience in program and project management, including oversight of multi-year initiatives, management of multimillion-dollar budgets, contract and grant compliance, and accurate financial reporting. Knowledge of regulatory processes and experience working with wastewater agencies, regulators, and public sector partners are essential. The ideal candidate is collaborative, adaptable, and emotionally intelligent, with proven strengths in leadership, decision-making, budget management, problem-solving, and consensus-building. They thrive in a fast-paced, mission-driven environment, value the expertise of scientific staff, and foster a positive, people-centered workplace culture grounded in trust, teamwork, and shared purpose.



## **The ideal candidate will demonstrate the following core competencies...**

**Program Management:** Experience running a mid-sized science program.

**Active Listening:** Demonstrates the capacity to listen attentively and understand diverse perspectives, ensuring stakeholders and staff feel valued and that decisions are informed by accurate input.

**Technical Expertise:** Possesses a strong foundation in water quality or environmental engineering or science, enabling effective engagement with technical experts and credible representation of complex issues.

**Political Acumen:** Understands the dynamics of working with regulators, dischargers, and public agencies, navigating sensitive issues with diplomacy and aligning program outcomes with policy priorities.

**Relationship Building:** Cultivates strong, collaborative partnerships with staff, scientists, regulators, and community stakeholders, fostering trust and alignment to advance shared program goals.

# EMPLOYMENT STANDARDS

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** Bachelor's degree in environmental science, civil/environmental engineering, or a related field.

**Experience:** 15-20+ years of relevant experience, including substantial experience (5+ years) in the program management areas.

**OR**

**Education:** Master's degree in environmental science, civil/environmental engineering, or a related field.

**Experience:** 12-15+ years of relevant experience.

**Highly Desired:** Strong project/program administrator





# Salary & Benefits

An annual salary of **\$124,200–\$181,150 DOE/DOQ**.

*\*A COLA increase is scheduled for July 1, 2026.*

**PLUS** an attractive benefits package that includes:

**Retirement:** 403(b) retirement plan with 5% employer match with immediate vesting.

**Medical Insurance:** Health, Vision, and Dental with employer and employee contributions.

**Medical & Dependent Care Flexible Spending Accounts**

**Employer-Paid Life Insurance & Long-Term Disability Policies**

**Vacation:** Leave accrual begins at three to four weeks per year, depending on the classification level at which the candidate is hired.

**Holidays:** 12 paid holidays per year.

**Sick Leave:** 12 accrued days per year.

**Hybrid Work Schedule:** Up to two days per week remote, following a probationary period and subject to approval.

**Sign-On Bonus OR Relocation Assistance Options Available**

**Pre-Tax Commuter Benefits**

**Employee Assistance Plan**

**Facilities Access:** On-site amenities include a full kitchen, secure bike storage, and shower facilities.

# How *to* Apply

For first consideration, apply **IMMEDIATELY** at:

**WBCP JOB BOARD**



## SECURE THE DATES

Round one virtual interviews will take place **during the first two weeks of November**. Finalists will move forward to round two interviews **during the first two weeks of December**. *Selected candidates must be available during these interview periods.*

## QUESTIONS?

Please contact your recruiter **Levi Kuhlman**, with any inquiries:

**541.664.0376** (direct)

**866.929.9227** (toll-free)

**levi@wbcpinc.com**