

Position Announcement
Executive Director
Mid-Atlantic Regional Council on the Ocean

Description

The Mid-Atlantic Regional Council on the Ocean (MARCO) is seeking candidates for the position of Executive Director. This is a leadership position with organizational responsibilities to advance the interests of MARCO <http://www.midatlanticocean.org>. The successful candidate will exhibit the vision, leadership, management and entrepreneurial skills required to transition MARCO to an outcome-driven organization that delivers products and services of value to the five Mid-Atlantic States – New York, New Jersey, Delaware, Maryland and Virginia. The Executive Director works on behalf of the MARCO States and reports to and serves at the pleasure of the MARCO Management Board. This is a one-year contractual position with potential for renewal.

Background

MARCO is a regional ocean partnership working on shared issues that benefit from interstate collaboration and coordinated problem solving. Established in 2009 by the Governors of New York, New Jersey, Delaware, Maryland and Virginia, MARCO has identified four regional priorities for shared action to improve ocean health and contribute to the high quality of life and economic vitality of our region: coordinate the protection of important marine habitats, including sensitive and unique offshore areas; collaborate on a regional approach to support the sustainable development of renewable energy in offshore areas; prepare Mid-Atlantic communities for the impacts of climate change on coastal and ocean resources; and promote improvements in ocean water quality. MARCO's strategic direction is guided by the Management Board, comprised of a representative from each of the five States with a chair that rotates every two years.

Primary Purpose, Duties and Responsibilities

MARCO is at a pivotal time as an organization. A strong, nimble and effective leader is needed to: propose and execute actions that achieve MARCO priorities; deliver outcomes and tangible results from existing grants and funding; seek new funding opportunities and strategic partnerships; and ensure deliverables are on time and of high quality.

The successful candidate must possess professional enthusiasm, an entrepreneurial spirit and the ability to innovate.

The Executive Director is responsible for leadership and management of MARCO in accordance with strategic direction set by the MARCO Management Board and in collaboration with the Assistant Director and staff (Communications Manager and Program Assistant), including:

Leadership

- Develop a strategic plan to guide MARCO actions with clear goals, objectives and milestones that will advance its interests.
- Identify, assess and inform the Management Board of internal and external issues that affect the organization and maintain a working knowledge of significant developments and trends that could affect the organization.
- Act as a candid advisor to the Management Board on all aspects of the organization's activities and foster effective team work.

- Understand the diverse perspectives of the MARCO States and identify and pursue solutions that continue to move the organization forward consistent with its mission.
- Establish sound working relationships and cooperative arrangements with federal and state agencies, coastal and ocean partners, and other organizations.
- Develop materials to influence policy and legislation to advance the organization's shared goals.
- Act as a spokesperson for the organization.

Program operations

- Develop an annual operational action plan with achievable goals and objectives.
- Ensure operations meet expectations of the Board and, when appropriate, its funders.
- Ensure that the programs and services offered by MARCO contribute to the organization's mission and reflect the priorities of the Board.
- Oversee the planning, development, and timely execution of special projects and contracts.
- Report program plans, activities and accomplishments to the Board in a timely manner.

Human resources

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Recruit, interview and select staff to help further the organization's mission.

Financial planning and development

- Prepare annual budgets for the organization.
- Actively seek and secure funding for the operation and growth of the organization.
- Oversee grant proposal preparation and submission and track proposals to prospective funders.
- Develop and maintain ongoing relationships with major funders.
- Ensure financial management procedures are sound, transparent and consistent with best management practices.

Outreach and communications/Community relations/Advocacy

- Conduct outreach to Congress and federal agencies.
- Build and/or work with coalitions to advance the shared interests of MARCO.
- Track and inform the Board of all relevant Congressional and Federal agency activities.
- Communicate with stakeholders and the general public.
- Present at conferences and meetings as requested.

Qualifications

- Master's Degree in coastal, environmental or ocean policy, management or science, preferred. Bachelor's considered with relevant experience.

Knowledge, skills and abilities

- Knowledge of leadership and management principles.
- Knowledge of human resources management, financial and project management.
- Strong interpersonal skills, confident social behavior and comfortable in situations requiring assertiveness.

- Able to positively influence others to achieve results for the organization.
- Able to assess options and actions based on trends and conditions in the organizational environment, and the vision and values of the organization.
- Able to speak, listen and write in an objective, clear, persuasive, thorough and timely manner using appropriate and effective communication tools and techniques.
- Able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Proficiency in the use of technology and computers for:

- Word Processing, Presentations, Spreadsheets, E-mail, Internet, Social Media.

Experience

- Five (5) or more years of progressive experience in a leadership or program management position in a coastal, ocean or natural resource field.
- Professional experience in managing a not-for-profit organization, including legal, financial, and general management responsibilities with established track record of fundraising success, is preferred.

Compensation

- Salary commensurate with experience. Reimbursement is available for travel expenses and necessary supplies. No benefits provided (other than accrued paid leave).

Working Conditions

- The successful candidate must live in the Mid-Atlantic region. It is desired that the employee's primary office is located in a state office building. Frequent travel required within in the region. Must provide own transportation.

Application Process

Interested candidates should prepare and submit an application package that includes:

- cover letter (summarizing interest in, and qualifications for, the position);
- detailed resume;
- writing sample up to 3 pages;
- three references (including name, title, mailing and e-mail addresses, phone number); and
- salary history and desired salary range.

Applications missing any of the above items will be deemed incomplete and may not be considered.

All applications should be received by the close of business on January 5, 2015. All documents must be submitted by e-mail. The application must be directed to the e-mail address below with EXECUTIVE DIRECTOR in the subject line. No phone calls, please. The position will remain open until a suitable candidate is found.

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Candidate Review Process

Applications will be reviewed by a search committee that will organize interviews with the leading candidates. It is anticipated that interviews will take place in New York City during the week of January 19, 2015. The Management Board will select the preferred candidate.