

## **Executive Director Position Announcement**

### **About the Organization**

The Maryland Coastal Bays Foundation (Foundation) is a non-profit 501 (C)(3) organization supporting the Maryland Coastal Bays Program (MCBP) which is dedicated to the conservation and protection of the waters and surrounding watershed of Maryland's Coastal Bays to enhance their ecological value and sustainable use for both present and future generations.

As one of 28 National Estuary Programs throughout the country, MCBP facilitates a broad partnership of individuals, organizations, and agencies, representing numerous stakeholders and interested parties. The Foundation Board of Directors and Program Committees convene around the commonly held goals of improving water quality, restoring habitat, conducting strong science, and encouraging stewardship while promoting our local economy.

Through its programs and staff, the MCBP partnership undertakes collaborative science and restoration, research, and education projects in the Assawoman, Isle of Wight, Sinexent, Chincoteague, and Newport Bays, and St. Martin River. Our partners include the towns of Ocean City and Berlin, the National Park Service, Worcester County, the U.S. Environmental Protection Agency, the Maryland Departments of Natural Resources, Agriculture, Environment and Planning, the community of Ocean Pines as well as numerous non-profit, business, and local organizations.

### **About the Position**

The Executive Director is a regular full-time salaried position (40 + hours weekly). Under the direction of the Board of Directors of the Foundation, S/he functions as the principal at MCBP, responsible for the overall implementation of the Comprehensive Conservation and Management Plan. This is accomplished through leadership of the program staff, coordination of partnership programs and projects, and strong community support.

Key responsibilities include management of financial and human resources, including fundraising and grants management; staff development, program leadership, and natural resource policy coordination; and leading the implementation of a comprehensive watershed plan, interacting with a variety of partners and stakeholders. A background in non-profit management, grants administration, and demonstrated effective leadership is highly desired.

### **Principal Duties and Responsibilities**

#### **Responsible for Implementation of the Comprehensive Conservation & Management Plan (CCMP)**

- Advises the Board of Directors and provides leadership to the staff in determining priorities for restoration, enhancement, and protection of resources in the Maryland Coastal Bays watershed.
- Directs the development of an annual work plan in accordance with EPA guidance for approval by the Management Committee.

- Oversees efforts to implement the Coastal Bays annual work plan and coordinates the progress of the implementation of the CCMP.

#### **Responsible for Community Engagement, Involvement and Public Relations**

- Serves as principal spokesperson for the program at public events, to the media, to local, state and national legislators and officials.
- Provides technical assistance to other National Estuary Programs and environmental organizations.
- Serves in an advisory capacity to elected officials, policy makers, resource managers, and civic leaders and may participate in workgroups and committees at several levels.
- Performs duties as a member of the Board of Directors of the Association of National Estuary Programs.

#### **Responsible for Financial Management of the Organization**

- Prepares and recommends annual budget for Board approval.
- Manages the Program's resources within the annual budget.
- Monitors budgetary and financial procedures to ensure that generally accepted accounting practices are being followed.
- Responsible for procurement and administration of federal, state, and private (grant and foundation) monies to fulfill the responsibilities pursuant to implementation of the CCMP.
- Monitors management of funds and investments.

#### **Responsible for Human Resource Management**

- Hires, supervises, and evaluates staff according to authorized personnel policies and procedures.
- Provides for an environment that supports professional staff development and ensures that staff is working effectively and with proper resources within budget.
- Manages salaries & benefits of staff and monitors staffing levels to determine resources necessary for full program implementation.

#### **Responsible for Fundraising**

- Oversees fundraising planning and implementation.
- Cultivates donors and identifies new funding sources that includes public and private grants and foundation funding.

#### **Responsible for Board of Directors Support and Administration**

- Serves as the Principal in support to the Board and Committees.
- Serves as the liaison between Board and Staff.
- Provides quarterly progress reports to the Board and recommends changes to existing or new policy direction for the Board's consideration.
- Maintains accurate and appropriate records of all proceedings of the Board.

### **Responsible for all Programmatic Tasks Related to Grants, Projects and Programs**

- Oversees staff assigned to all project and program related deliverables.
- Supervises the staff functions for education, outreach, science and restoration, monitoring and watershed planning.
- Ensures that all progress and final reports, grant deliverables and other assignments within the scope of work assigned to staff are completed accurately and in a timely manner.
- Tracks all progress and compliance for work products assigned to outside agencies, consultants and contractors.
- Tracks all progress and compliance with programs and projects assigned through grant or other funding to MCBP.

### **Desired Experience and Qualifications**

- 7-10 years in a leadership role within a natural resource management, science or watershed organization.
- Master's degree or equivalent experience in a relevant program area.
- Experience in a leadership role and demonstrated ability to lead a highly functional small team of professional staff, including developing professional and personal strengths of staff members.
- Exhibits an action-oriented, entrepreneurial and adaptive approach to organizational planning and implementation.
- Experience in the non-profit sector and an organization/Board of Directors relationship. Knowledge of non-profit accounting and budgeting is essential.
- Experience with managing a comprehensive watershed plan; developing, maintaining and expanding a partnership approach to implementation.
- Experience in fiscal management of government and foundation grants and other funding related to support of the non-profit sector.
- Extensive knowledge of organizational dynamics and proven experience in working at all levels of government, with private landowners, farmers, area businesses and organizations, community groups, recreational and commercial fishing and boating interests.
- Effective interpersonal communication skills as they relate to staff, Board, program partners, volunteers, and the public. Ability to communicate with groups of scientists, educators, resource managers, and public representatives, and possess the ability supervise and make decisions related to data and information collected from all sources.
- The ability to interact with staff (at all levels) with a high degree of professionalism and confidentiality is crucial to this role. Strong written and verbal communication skills and attention to detail are equally important.

## Compensation

Base salary will be in the \$65-\$70K range and subject to negotiation based on experience and qualifications. The applicant should submit a minimum salary range that will be acceptable subject to negotiations.

The Foundation classifies the Executive Director as a regular salaried, FSLA exempt position. The Executive Director works at the pleasure of and serves the Board of Directors. This position is subject to the Employee Handbook, Safety Policies, Background Check, Fiscal Policy, and all other MCBP policies. The Executive Director will be reviewed initially after six months and then annually by the Board of Directors.

## Application Process:

To apply, please submit (mail or email):

A cover letter or statement of qualifications and interest and professional resume in one (1) single document sent as a single pdf. The document should also contain three professional references. Please include your name in the document title (i.e Jones\_resume)

The statement of qualifications should describe the applicant's relevant experience and interest in the position and not exceed one full, single spaced page. Applicants are encouraged to submit any additional information that will assist reviewers in evaluating their qualifications and fit for the position including writing samples etc., not to exceed five pages in length. Contact information must include mailing address, phone number, and email address. **Incomplete packets will not be considered.**

Please email application materials to [MCBP@MDCOASTALBAYS.ORG](mailto:MCBP@MDCOASTALBAYS.ORG). Only applicants that are considered for further interview will be contacted. Review of applications will begin on August 26<sup>th</sup>, 2019 and continue until a suitable candidate pool is selected.

Applications may also be mailed to:

Attention: Executive Director Search  
Maryland Coastal Bays Program  
8219 Stephen Decatur Hwy, Berlin, MD 21811

The MCBP office is a friendly, supportive, and collaborative environment. This position will provide leadership to our small but hard-working team and management of the organization's ongoing activities. Initiative will be encouraged, and enthusiasm and a positive attitude are a must. Applicants with a strong desire to lead a results-oriented program are encouraged to apply.

All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.

*The Maryland Coastal Bays Program is an equal opportunity employer.*