

## Position Description: Executive Director

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### SUMMARY

Ocean Science Trust (OST) seeks an Executive Director who will provide leadership to advance the initiatives of the organization and preserve a reputation of excellence in science-based policy and resource management. Enabled under the California Ocean Resources Stewardship Act of 2000, the mission of OST is to support the state of California by providing sound, actionable science to inform coastal management and policy decisions. OST fulfills its mission by engaging with the broader ocean community, including stakeholders, scientists, tribes, and the public to identify processes that deliver both sound and appropriate scientific analysis informing topics that require sustainable solutions in the ocean and coastal zone. Key topic areas include: ocean health, climate change, ocean acidification and hypoxia, sustainable fisheries, and monitoring of marine protected areas. For more information, please visit [www.oceansciencetrust.org](http://www.oceansciencetrust.org)

### LOCATION

The position will be based in the offices of California Ocean Science Trust, in Oakland, California. Travel within California and possibly elsewhere in the U.S. will be required. Applicants must possess a valid drivers' license permitting driving within the US and may be required to use their own vehicle for travel, reimbursable at the state rate.

### POSITION OVERVIEW

The incumbent reports to a Board of Trustees and provides progressive leadership and management to a staff of 20 professionals including scientists and administrators. The Executive Director is supported by an administrative team, along with a programmatic team under the guidance of the Program Director. Key requirements include the ability to communicate and form partnerships with diverse groups engaged in science and policy and direct work to further develop the organization's funding base. Salary will be commensurate with experience; OST offers a generous benefit plan, which includes, on completing the qualifying period, medical, dental, and vision insurance, and up to 3.5% employer matching 403b plan.

## RESPONSIBILITIES

### *Leadership & Management of Ocean Science Trust:*

- Ensure ongoing programmatic excellence, integrity and transparency, through productive partnerships (see below), rigorous program administration, management and evaluation.
- Work with the Board of Trustees and provide them with staffing in support of their strategic and financial decisions.
- Lead, coach, develop, and retain OST's high-performance senior management team.

### *Partnerships and Communications:*

- Maintain and deepen existing partnerships while cultivating new partnerships with stakeholders, tribes and tribal communities, community leaders, industry, state and federal government decision-makers, NGOs and the scientific community.
- Maintain and build client base among state agencies and identify funding pathways to support emerging programmatic goals.

### *Fundraising and Development:*

- Develop and maintain strategic and business plans to advance and expand sustainable programmatic funding.

### *Serve as California Ocean Protection Council's Science Advisor and Co-chair to the OPC Science Advisory Team:*

- Synthesize and communicate best available and relevant science for the Ocean Protection Council.
- With the OPC Executive Director and the Science Advisory Team's Executive Committee, develop agendas for meetings and workshops to advance independent science on salient ocean issues.

## QUALIFICATIONS

The successful applicant must have proven executive leadership and relationship management experience including:

- An advanced degree, ideally, but not necessarily, a PhD within marine sciences, at least 7 years of senior management experience, preferably with a non-profit; a track record of effectively leading an outcomes-based organization and staff, specific examples of operationalized strategies that have led to progressive organizational development.

- A track record of excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a complex multimillion dollar budget and multiple projects.
- Past success working with a Board of Trustees, Directors or Commissions with the ability to cultivate existing board member relationships.
- Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Familiarity with California, West Coast and federal marine resource management imperatives and priorities and governance structure.
- The ability to take action-oriented, entrepreneurial, adaptable, and innovative approaches to planning, execution, partnership and funder development.
- Ability to work effectively in collaboration with diverse groups of people.
- Experience advancing technical platforms and the use of social media.

California Ocean Science Trust is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. OST policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

## APPLICATION INFORMATION

Interested applicants should send a current curriculum vitae and application letter explaining their interest in the position and describing their skills and experience relative to the position qualifications to: [hr@oceansciencetrust.org](mailto:hr@oceansciencetrust.org). Review of applications is planned to begin on July 31, 2015, however applications will be accepted until the position is filled.