



Position Announcement: DIRECTOR, NEW JERSEY SEA GRANT CONSORTIUM

## **OVERVIEW**

Founded in 1969 as the New Jersey Marine Sciences Consortium, New Jersey Sea Grant Consortium (NJS GC) is a not-for-profit affiliation of colleges, universities, and other entities dedicated to advancing knowledge and well-informed, sustainable use of New Jersey's marine and coastal environment. To achieve its goals, the Consortium engages the intellectual power of its members (most of New Jersey's colleges and universities) to conduct high-quality research and provide superior outreach (extension and communications), and education programs that preserve and advance the economic, environmental, cultural, and intellectual potential of New Jersey's marine and coastal resources and its people.

Since 1976 the Consortium has been the host institution for the National Oceanic and Atmospheric Administration's National Sea Grant College Program (NSGCP) for the state of New Jersey. In recognition of its academic and scientific achievements NJS GC was awarded full Sea Grant College Program status in 1989.

The successful candidate for this position will be based at NJS GC's headquarters on Sandy Hook, New Jersey within Gateway National Recreation Area.

## **GENERAL DESCRIPTION**

The Director provides leadership of the NJS GC and oversees all aspects of its Sea Grant College Program. NJS GC annually receives a base appropriation of approximately \$1.4 million from the National Oceanic and Atmospheric Administration (NOAA), as well as matching funds from a variety of sources. Approximately 40% of the NOAA/Sea Grant funds are distributed for research projects, awarded through a biennial peer-reviewed competition led by the Director, with the remainder supporting management, outreach, and education programs. A well-integrated education and outreach program is a key element of the Sea Grant Program at the NJS GC and it is the responsibility of the Director to lead this effort supported by an in-house team of education and outreach professionals and an external team of extension agents and specialists engaged through memorandum of understandings.

As Director, the incumbent will oversee all aspects of NJS GC, including administrative, budgetary, office, and personnel issues. The Director also represents the Consortium and its members through collaborations with government, non-government, academic, research and other relevant entities throughout New Jersey and the region and with regional, out-of-state, and national institutions including the Sea Grant Network and Sea Grant Association.

The Director reports to a Board of Trustees comprised of public, academic, and government trustees, and is advised by a stakeholder advisory council. Both provide support and expertise to ensure NJS GC is both fiscally sound and beneficial to the people of New Jersey.

The position requires moderate travel, both in-state and nationally. Travel regularly requires overnight and weekends away from home.

### **SPECIFIC DUTIES AND EXPECTATIONS**

The incumbent will be expected to:

- Build and maintain collaborations with agencies, industries and other groups, increasing NJS GC's visibility, credibility, and reputation with stakeholders.
- Participate in efforts to increase funding for NJS GC through various means including state and private sources.
- Provide leadership for the evaluation of NJS GC's Sea Grant Program including quadrennial site reviews and annual PIER reporting.
- Provide oversight for budget management and participate in annual fiscal audit.
- Work with NJS GC's Board of Trustees to review, revise, and establish policies and procedures as needed.
- Lead the preparation and submission of NJS GC's quadrennial omnibus proposal for core from NOAA/NSGCP. Ensure the timely and accurate submission of all reporting outputs as required by NOAA/NSGCP.
- Supervise and manage NJS GC's administrative and programmatic staff of approximately 10 FTEs, including a fiscal officer, a grants manager, program coordinators, and associate directors.
- Oversee NJS GC's external agents and specialists.
- Oversee Sea Grant funded research and facilitate integration of research with other NJS GC programmatic areas.
- Participate and strengthen collaborative relationships throughout NJS GC's membership and develop joint ventures with the National Sea Grant Network, and with other organizations within the Consortium membership and in the state.
- Participate in National Sea Grant activities including leadership in the Sea Grant Association, regional and national conference coordination, and various evaluative and planning processes.
- Help to monitor and respond to Congressional action affecting the National Sea Grant program.
- Other duties as assigned appropriate to rank.

### **SKILLS AND QUALIFICATIONS**

The successful incumbent must possess:

1. Strong leadership and management skills.
2. Extensive program management experience, including a thorough knowledge of budgeting and financial planning, and procurement of external funds.
3. Demonstrated ability to build partnerships, collaborate in team settings, and work effectively with diverse groups of stakeholders at local, state, and national levels.

4. Excellent oral, written, and interpersonal communications skills.
5. A master's degree in a discipline relevant to the NJSGC and NOAA/Sea Grant mission.
6. Proven ability to develop and implement an ambitious strategic plan that would ensure that NJSGC continues to meet its mission and that of the NOAA/Sea Grant Program.
7. Substantial knowledge of the NOAA/Sea Grant Program.
8. Seven (7) years of full time professional experience in directly related, progressively responsible positions.
9. Experience in managing research programs or a research grants program. Capacity to oversee a research granting program including formulation, reviewing proposals, budget management, monitoring progress of researchers and report review. Evidence of success in working collaboratively with many constituencies including scientists.
10. Working knowledge of state and federal legislative processes.

#### **PREFERRED QUALIFICATIONS**

1. Substantial knowledge of New Jersey's marine and coastal research institutions and degree-granting programs.
2. Extensive experience working in collaboration with industry, national, state, or local government agencies, non-profit groups and conservation organizations.
3. Thorough understanding of New Jersey's coastal and marine resources and issues.
4. A doctoral degree in a field relevant to the Sea Grant mission.

#### **TO APPLY**

Submit a cover letter which fully references required and preferred qualifications and includes salary requirements along with a detailed resume/curriculum vitae. On a separate sheet provide contact information for three professional references.

Submit your application to Dennis T. Kearney, Chair, at: [dkearney@daypitney.com](mailto:dkearney@daypitney.com)

Review of applications will begin on August 1, 2019 and will continue until the position is filled.

No phone calls please.

**SALARY:** Commensurate with experience.

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New Jersey Sea Grant Consortium is an Affirmative Action/Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.