



Conservation Coordinator

Announcement and Position Description

The National Marine Sanctuary Foundation (Foundation) – a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries -- is seeking a Conservation Coordinator in Silver Spring, MD to develop strategies that bring together partners to conserve marine and Great Lakes resources. National marine sanctuaries are living laboratories for science, research, education and conservation to better understand how changes in the climate and environment are impacting marine and Great Lakes resources.

Overview of Position

Conservation Coordinator will assist the Foundation's Policy and Conservation Director with planning and developing science and conservation strategies to support the mission and conservation priorities of the Foundation and national marine sanctuaries.

Conservation Coordinator will be responsible for developing projects and programs by identifying and researching science, conservation, and restoration needs and opportunities at the different sanctuary sites and across the National Marine Sanctuary System. Conservation Coordinator will also produce project budgets; leverage resources and community support; and foster and strengthen partnerships for the Foundation and sanctuaries.

Conservation Coordinator will work closely with partners to track and analyze progress and advancements that showcase the impact and benefit of the Foundation's conservation efforts to the health of the ocean and Great Lakes sanctuaries.

Conservation Coordinator will work with the Strategic Communications Director to create written and graphic materials to inform, educate, and inspire key audiences that include community leaders, businesses, academic institutions and university partners, government leaders, non-governmental organizations, and the public.

Responsibilities

- Collaborate with senior leadership to develop conservation initiatives on the national level that advance the Foundation's mission, position the organization and sanctuaries as agents of change and progress, and increase the visibility and recognition of its goals, outcomes, and benefits across key stakeholder audiences.
- Identify, research, and solicit core conservation needs at the national and site-specific levels for the Foundation and sanctuaries; and seek new opportunities for growth and incubation of emerging and novel projects.



- Plan, coordinate, and develop science, restoration, and community stewardship activities that expand understanding of marine and Great Lakes sanctuaries, encourage protection and sustainable use of the public's marine resources, and build the awareness, image, and reputation of the Foundation's impact and leadership.
- Develop project goals, objectives, and budgets by leveraging resources and building partnerships to maximize its effectiveness as well as working with senior leadership to explore potential fundraising, matching assistance, donations, and corporate sponsorships and supporting major initiatives and campaigns for education, community outreach, policy and governance.
- Work with partners and on-site project coordinators to execute and implement science and conservation strategies.
- Track and analyze progress to ensure goals and objectives are met and metrics of success and accountability are captured.
- Create and collect content, reports, visuals, and communications materials across a variety of communications platforms to showcase the Foundation's conservation accomplishments.
- Act as a passionate ambassador and advocate for the organization, and engage the public and media in events and high visibility opportunities that underscore and advance the value of Foundation in the eyes of key audiences and constituents.

Qualifications and Requirements:

- B.A. or B.S. in relevant field, and 2 to 3 years of progressive experience.
- Experience developing and managing projects, producing work plans with strategic goals/objectives and defined, measureable results strongly preferred.
- A proven track-record prioritizing and balancing assignments independently and achieving desired outcomes.
- Exceptional writing and content development skills with an ability to analyze and translate complex information into concise, tailored messages and stories utilizing a variety of communications platforms to reach multiple audiences.
- Ability to collaborate and work well with others, including local, state, and federal government agencies, non-profit organizations, businesses and corporations, academic institutions and universities, philanthropic organizations and potential funders, etc.
- Self-starter who is able to work independently and perform under tight deadlines with moderate to minimal supervision.
- Attention to detail and demonstrated organizational skills.

Reporting: The position will be based in the Foundation offices in Silver Spring, MD. The Conservation Coordinator will report to the Foundation's Policy and Conservation Director and work closely with sanctuary staff and partners.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation and Benefits: Salary is commensurate with experience. The National Marine Sanctuary Foundation offers a competitive compensation package. Benefits include health and dental insurance, a retirement plan (a 403(b) plan for non-profit organizations) with employer contribution, a generous leave policy, and public transportation subsidy.

Start Date: As soon as possible

To apply: Applications should include a cover letter, resume, list of references and three writing samples to applicants@marinesanctuary.org. Be sure to reference Conservation Coordinator in the subject line of all email correspondence. Candidates should include their desired salary with the application. Applications received prior to March 17, 2017 will be preferred. No phone calls please.

The Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees.

About the National Marine Sanctuary Foundation: The National Marine Sanctuary Foundation is a private, non-profit organization that connects people to the most valued places in our American oceans and Great Lakes: national marine sanctuaries. The Foundation works to strengthen and expand the network of national marine sanctuaries for the benefit of current and future generations. Through public-private partnerships, the Foundation fosters scientific research, funds conservation projects, supports educational programs, and advocates for public policies on behalf of these special places. The Foundation's signature programs are Capitol Hill Ocean Week, the largest annual ocean and Great Lakes policy conference in Washington, D.C., and the Ernest F. Hollings Ocean Awareness Trust Fund, which provides grants for promoting public awareness on ocean-related issues. The National Marine Sanctuary System consists of 15 sites, with more than 620,000 square miles of area in the ocean and Great Lakes. More information can be found on our website at www.marinesanctuary.org.