



**NATIONAL  
MARINE  
SANCTUARY  
FOUNDATION**

## **Job Announcement**

### **Chapter Director Monterey Bay National Marine Sanctuary Foundation Monterey and Santa Cruz, California**

The National Marine Sanctuary Foundation (Foundation) seeks a highly motivated individual to serve as Chapter Director for the Monterey Bay National Marine Sanctuary Foundation. This individual should demonstrate experience in fundraising and organizational development and have a strong network of relationships in the communities that surround Monterey Bay National Marine Sanctuary (NMS). Applicants should possess knowledge of non-profit organizations and experience in building a governing board. The candidate should bring an entrepreneurial mindset and be excited about building a new fundraising strategy and program for the local foundation chapter. The position is part-time with the potential for growth into full-time, and is based in the offices of Monterey Bay NMS in Monterey and Santa Cruz, CA.

#### **Responsibilities**

The Chapter Director will work closely with the chapter governing board and the Superintendent of the Monterey Bay NMS to support the mission and programs of the Monterey Bay NMS and strengthen local and regional public outreach and engagement in support of the Sanctuary. Responsibilities include, but are not limited to, the following:

- Build on the existing chapter governing board and work closely with the board members to support the mission of the Monterey Bay NMS;
- Develop an annual work plan that engages the chapter governing board, the Foundation, and the Monterey Bay NMS;
- Create, lead, assess and manage the local chapter's fundraising strategies to support programs that support the conservation of Monterey Bay NMS;
- Establish and maintain collaborative relations with Monterey Bay NMS staff to support local fundraising and community outreach efforts;
- Write grants on behalf of the local foundation chapter;
- Work with the Foundation's Director of Development to design and implement strategies to cultivate and grow major, principal, and corporate donor programs;
- Represent the local foundation chapter at events that strengthen community engagement and outreach about Monterey Bay; and,
- Maintain the local chapter website and social media engagement.



### **Core Competencies**

1. Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions; and, shows ability to negotiate complex, high profile or sensitive agreements.
2. Leadership – Proven leadership abilities in leading an organization and building and engaging a governing board to support conservation programs.
3. Communication - Speaks clearly and persuasively in both positive and negative situations; writes clearly, informatively, and accurately; presents numerical data accurately; and, shows an ability to learn and communicate the issues fundamental to the Sanctuary's mission and the Foundation's work.
4. Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; and, takes calculated risks to accomplish goals.
5. Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; and, presents ideas and information in a manner that gets others' attention.

### **Qualifications and Requirements**

- Bachelor's degree or higher with a minimum of five years' experience; work experience in the field of development will be considered in addition to higher education requirements;
- Track record of success in fundraising, marketing and branding;
- Demonstrated commitment to ocean stewardship and knowledge of Monterey Bay NMS;
- Strong public speaking and writing skills;
- Non-profit management experience; and,
- Experience with website management and social media preferred.

### **Compensation and Benefits**

Salary commensurate with experience. This position is currently part-time with potential for full-time employment. For full-time employees, the National Marine Sanctuary Foundation offers a competitive compensation package including medical/dental insurance, 403(b) retirement plan, life insurance, disability insurance, paid sick leave, and generous vacation.



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### **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. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

### **Applicants**

Please send resume, cover letter, and two writing samples to: [applicants@marinesanctuary.org](mailto:applicants@marinesanctuary.org) and please include "Chapter Director of Monterey Bay" in the subject line. Candidates should include their desired salary with the application. Applications received prior to October 23, 2017 will be preferred. No phone calls please.

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

### **Background on the National Marine Sanctuary Foundation**

The National Marine Sanctuary Foundation is a private, nonprofit organization. Founded in 2000 to expand the educational, philanthropic, and programmatic outreach of the National Marine Sanctuary System, the Foundation is a leader in conserving U.S. marine and Great Lakes areas of national significance and connecting people to these unique places. Local chapters connect the local communities with their sanctuary. Chapters work to secure grants and donations to support programs, engage the local community and visitors in the sanctuary mission, serve as a local voice to advocate on issues affecting the sanctuary, and work with local business, community leaders, media, and other organizations to develop and strengthen partnerships for long-term support.