



JOB ANNOUNCEMENT

Hawaii Director, National Marine Sanctuary Foundation

Location: Inouye Regional Center
Oahu, Hawaii

Supervisor: President and CEO

Position Overview

The National Marine Sanctuary Foundation (Foundation) – a private, non-profit organization dedicated to strengthening and promoting U.S. national marine sanctuaries – seek a director for its work on the Hawaiian Islands. The Hawaii Director is responsible for the day-to-day supervision of Foundation employees located in Hawaii; manages Foundation staff and programs in Hawaii to achieve the goals and objectives of the Foundation’s work to support the Pacific Region of the Office of National Marine Sanctuaries (ONMS), Papahānaumokuākea Marine National Monument (MNM) and Hawaiian Islands Humpback Whale National Marine Sanctuary (NMS); and, cultivates relationships with external stakeholders to support the Foundation’s mission in Hawaii. The Director is responsible for working across the sites to identify new partnerships and coordinate staff and programs to further the goals of the Foundation and ONMS. The Director will have significant interaction with staff, managers, and other high-level officials from funding agencies, numerous private industry, federal, state, and local government agency officials and staff. The incumbent is responsible for developing and implementing a strategic plan to promote and expand the Foundation’s mission of supporting national marine sanctuaries and national monuments.

Responsibilities:

- Manages day-to-day operations for the Foundation staff in close coordination with ONMS staff. Insures projects with Papahānaumokuākea MNM and Hawaiian Islands Humpback Whale NMS meet the goals and objectives of the Foundation’s federal award, while maintaining compliance with administrative guidelines, processes and procedures.
- Meets regularly with Foundation staff and Papahānaumokuākea MNM and Hawaiian Islands Humpback Whale NMS superintendents to ensure Foundation staff efforts are meeting the terms of the Cooperative Agreement and are aligned with PIR, Papahānaumokuākea MNM and Hawaiian Islands



Humpback Whale NMS management plans and priorities, as well as to resolve any concerns raised by site leadership.

- Oversees planning and execution of assigned projects as submitted in the federal award to ensure continuity of funding, including quarterly reporting of activities.
- Works with the Foundation's senior management to approve funds expended under the cooperative agreement and tracks the budget.
- Develops work plans and annual goals and objectives with Foundation employees in coordination with Papahānaumokuākea MNM and Hawaiian Islands Humpback Whale NMS federal staff leadership.
- Provides general oversight and quality control of all work products produced or managed by Foundation employees.
- Oversees overall employment actions and human resources related to Foundation programs with Papahānaumokuākea MNM and Hawaiian Islands Humpback Whale NMS and the Pacific Regional office (including travel approval, time and attendance, annual performance evaluations, workers' safety oversight and workers compensation matters).
- Oversees any necessary training and development of Foundation staff at Papahānaumokuākea MNM and Hawaiian Islands Humpback Whale NMS and PIR
- Compiles weekly situation reports for the Monument and the Sanctuary for site leadership review and submission to ONMS based on activity report submissions from all team members at each site.
- Ensures compliance with all policies and procedures and ensures Foundation employees are well versed in those processes.
- Works across the sites to identify new partnerships and coordinate staff and programs to further the goals of the Foundation and ONMS, including integrating operations.
- Cultivates partnerships with external stakeholders to support the Foundation's work in Hawaii.
- Works with the Hawaii Communications Coordinator on marketing and branding the Foundation's work in Hawaii, including the development of merchandise.
- Performs other duties as assigned.

Qualifications:

- Bachelor's Degree from an accredited four year college or university in Human Resources, project management or related field.
- Minimum of five years of experience in project management, including oversight of federal processes and administrative goals.



- Minimum of three years of direct supervisory experience with the ability to perform a full range of supervisory functions, including planning, assigning, and reviewing work and providing or arranging training and development and evaluating employee performance.
- Excellent organizational, leadership, public relations, and communications skills. Strong problem-solving, decision-making, interpersonal and management skills.
- Knowledge of Federal administrative policies and procedures. Experience in federal grant writing and/or grant administration.
- Skilled at persuasion and negotiations.
- Ability to delegate assignments, tasks, and duties.
- Strong writing, presentation and interpersonal skills, and able to represent the organization and present issues and recommendations orally and in writing.
- Ability to build partnerships and communicate effectively with people with diverse skills and interests.
- Experience in collaborating with partners and/or communities in Hawaii and familiarity with governmental and non-governmental organizations in Hawaii.
- Travel will be required to visit sites within Hawaii.

Reporting: The position will be based in the Inouye Research Center (IRC) on Ford Island, Oahu. The Hawaii Director will report to the President and CEO.

Compensation and Benefits: Salary commensurate with experience. The Foundation offers a competitive benefits package that includes health and dental insurance, life insurance, and a retirement savings plan.

Start Date: As soon as possible

To apply: Applications should include a cover letter, resume, and list of references to Applicants@marinesanctuary.org. Please include in the subject line: Hawaii Director. Please include salary requirements in your cover letter. Applications received prior to November 1, 2017 will be preferred. No phone calls please.

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

About the National Marine Sanctuary Foundation (Foundation): The Foundation connects people to the underwater places that define the American ocean—national marine sanctuaries. The Foundation is the private, non-profit partner to the federally managed National Marine Sanctuary System. The Foundation is dedicated to protecting and supporting national marine sanctuaries through advocacy, education, public awareness, and conservation. More information can be found on our website at www.marinesanctuary.org.