



Executive Director Job Description

Background: The Northeastern Regional Association of Coastal Ocean Observing Systems ([NERACOOS](#)) is an independent non-profit 501 (c)(3) organization that is one of eleven regional associations comprising the coastal component of the U.S. Integrated Ocean Observing System (U.S. [IOOS](#)[®]). Our mission is to *produce, integrate, and communicate high-quality information that helps ensure safety, economic and environmental resilience, and sustainable use of the coastal ocean.*

NERACOOS provides oceanographic information to the Northeast region, a large, dynamic, environment, that stretches from the Gulf of Maine to Long Island Sound. People who work and play on the water, as well as those who live in coastal communities, depend on NERACOOS data and forecasts to make important decisions, such as when to bring oil tankers into port, where to go for the best surfing, and whether it is safe to go fishing. Scientists and meteorologists utilize NERACOOS data to better understand and predict storms, sea-level change, animal migrations, harmful algae blooms, and more. The information NERACOOS provides helps protect lives and property, empower coastal economies, and improve the health of our oceans.

Position Overview: The key roles of the Executive Director are to lead, manage, and inspire staff, principal investigators, partners, and board members to collectively sustain and improve a regional ocean observing system that is responsive to the information needs of the Northeast. The Executive Director is the principal spokesperson for the organization and will travel extensively to represent NERACOOS locally, nationally, and occasionally internationally, and to provide regional leadership and guidance. This position will be located at the NERACOOS offices in Portsmouth, NH.

Responsibilities:

Leadership and Management

- *External Partnerships:* Maintain current and develop new collaborative partnerships with regional and national stakeholders, including government, private funding organizations, elected officials, agency staff, and scientists;
- *Intra-organizational Management:* Interface effectively with NERACOOS' Board of Directors, staff, principal investigators, and regional/national partners (including Canada); and

- *Sustainable Growth*: Remain true to the spirit of the organization's mission and values while seeking out opportunities to thoughtfully expand NERACOOS' scope.

Fundraising and Development

- Develop and maintain strategic business plans to advance and expand sustainable programmatic funding; and
- Diversify the revenue stream to ensure that NERACOOS has the funding necessary to achieve its goals.

Qualifications: The Executive Director is a leader with a history of effective relationship building. The successful candidate should have the following qualifications:

- An advanced degree in marine science, oceanography, public policy/administration, natural resources, or a related field and at least five years of management experience;
- Demonstrated competence while leading an outcomes-based program or organization, including specific examples of operationalized strategies that have led to progressive organizational/program development;
- A track record of excellence in program or organization management with the ability to coach staff and develop high performing teams;
- A general understanding of the environmental, economic, social and governmental landscape of the binational Northeastern region;
- Proven fundraising success including the ability to engage a wide range of stakeholders and generate revenue;
- Persuasive and passionate communication capability, with excellent interpersonal skills;
- The ability to take an adaptable and innovative approach to partnerships and funder development;
- Technical competency of ocean observing technologies, infrastructure, systems, and data management; and
- Familiarity managing Federal grants and cooperative agreements.

How to apply:

Submit your CV, 1-page cover letter, and no more than a 2-page statement of vision and qualifications as a PDF to EDSearch@neracoos.org. Please, no paper applications. The search committee will review applications on a rolling basis.

NERACOOS follows the spirit and intent of all federal, state, and local employment laws and is committed to equal employment opportunity. To that end, NERACOOS will not discriminate against any employee or applicant in a manner that violates the law. NERACOOS is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, genetic information, pregnancy, or any other characteristic protected under federal, state, or local law. Furthermore, NERACOOS shall not discriminate against any employee or applicant because that person has been a victim of domestic violence, harassment, sexual assault, or stalking. Each person is evaluated on the basis of personal skill and merit. NERACOOS' policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs.