

**Job Announcement**  
**Chapter Director**  
**Olympic Coast National Marine Sanctuary Foundation**  
**Port Angeles or Seattle, WA**  
**March 4, 2019**

The National Marine Sanctuary Foundation (Foundation) seeks a highly motivated individual to serve as the Chapter Director for Olympic Coast National Marine Sanctuary Foundation (chapter). This individual should demonstrate experience in fundraising and organizational development and have a strong network of development relationships. Applicants should possess knowledge of non-profit organizations and experience in building and supporting a governing board. The candidate should bring an entrepreneurial mindset and be excited about building a fundraising strategy and programs for the chapter. The position is full-time, with an option to be based in Seattle, with travel to the Olympic Coast National Marine Sanctuary (sanctuary) office in Port Angeles, WA on a regular basis, or in Port Angeles with work and travel in the greater Puget Sound area.

**Responsibilities**

The Chapter Director will work closely with the chapter governing board, sanctuary superintendent and staff, and Foundation to support the mission and programs of the sanctuary and to strengthen local and regional public outreach and engagement with the sanctuary. Responsibilities include, but are not limited to, the following:

- Work closely with board members to support the mission of OCNMS;
- Develop an annual work plan that engages the chapter governing board, the Foundation, and sanctuary;
- Create, lead, assess and manage the chapter's fundraising strategies to support programs consistent with OCNMS priorities;
- Establish and maintain collaborative relations with OCNMS staff for programmatic alignment and outreach efforts;
- Write and manage grants consistent with chapter priorities and annual work plan;
- Work with the Foundation's Director of Development to design and implement strategies to cultivate and grow major, individual, and corporate donor programs;
- Work with Foundation staff on shared programmatic priorities;
- Support partners and represent the Foundation in the planning, design, and construction of a marine discovery center in Port Angeles;
- Work with project partners and chapter governing board on a capital campaign to develop a marine discovery center in Port Angeles;
- Represent the chapter at events that strengthen community engagement and outreach about the sanctuary; and
- Provide oversight for chapter staff.

## **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 guiding staff and engaging a governing board to support priority 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.
6. Partner Relationships – Proven ability in projects/programs with multiple partners.

## **Qualifications and Requirements**

### Minimum Qualifications:

- Bachelor's degree or higher with a minimum of five years' experience in the field of development;
- Demonstrated ability to meet fundraising goals and conduct successful marketing and organizational branding;
- Strong public speaking and writing skills;
- Non-profit management experience; and
- Experience in conducting a capital campaign.
- Desired qualification is experience with ocean stewardship or conservation initiatives; familiarity with Olympic Coast National Marine Sanctuary and coastal issues.

### **Compensation and Benefits \$60,000-\$65,000 with benefits**

Salary commensurate with experience. 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.

### **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 include **"Chapter Director of Olympic Coast"** in the subject line. Candidates should include their desired salary with the application. Applications received prior to **March 18, 2019** 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.