Chapter Engagement Manager

Location: Silver Spring, MD
Supervisor: Director of Development

Position Overview
The National Marine Sanctuary Foundation is the non-profit partner to the National Marine Sanctuary System, our essential network of protected waters. The Foundation is a leading voice for US protected waters, working with communities to conserve and expand these special places for a healthy ocean, coasts and Great Lakes.

Currently, the Foundation has four chapters located in Savannah (GA), Florida Keys, Monterey Bay (CA), and Olympic Coast (WA). Chapters are fully integrated into the national Foundation. The purpose of chapters is to raise funds to support the mission and programs of a specific national marine sanctuary or monument. Each chapter is governed by a local board of directors and managed by a local director.

Due to the growth of chapter activity, the Foundation is creating a new position for a chapter engagement manager to strengthen coordination and manage working relationships between the national Foundation and chapters, as well as among chapters. S/he serves as the primary liaison between chapter directors and national staff and engages national staff as appropriate to meet chapter needs. Further, s/he fosters relationships between chapters for peer resource and information sharing. The Manager assists chapters in enhancing local activities including promoting best practices related to Foundation policies and chapter governance, development, and communications.

The Chapter Engagement Manager will report to the Director of Development, and also work closely with President & CEO.

Responsibilities

● Serve as the first point of contact for Chapter Directors and handle general inquiries.

● Facilitate the flow of information and strengthen communications among chapters and between the chapters and national; and, keep chapters apprised of national priorities, board activities, and ongoing work.

● Coordinate the development and oversight of Chapter Director tools and resources, including the Chapter Google Drive and ensure information is up-to-date.

● Monitor chapter compliance for filling out required documents and work closely with Chapter Directors and Finance Director to maintain an accurate accounting of chapter records and history.

● Work with national staff to provide support to chapters on fundraising and special events, marketing and communications, and program development.

● Work with the Events Manager on the celebration of the 50th Anniversary of the National Marine Sanctuaries Act.

● Performs other duties as assigned by the President & CEO and Director of Development. These include, but are not limited to, special projects that arise during the course of a year that will
assist chapters.

Qualifications
- Bachelor’s degree from an accredited college or university is required with a minimum of 2 years of administrative or customer service experience in a professional office environment is required.
- Excellent interpersonal and communication skills (verbal and written) necessary to effectively interact with all levels of organization.
- Strong working knowledge of Microsoft Office Products (Outlook, Word, Excel, and PowerPoint) and Adobe Suite. Database, Wordpress, and social media management experience a plus.
- Nonprofit and development experience preferred.
- Ability to plan and prioritize workload and meet deadlines.
- Ability to establish strong working relationships with internal and external stakeholders.
- Ability to think strategically, multi-task, and be flexible to changing needs. Must be self-motivated to manage multiple projects simultaneously, excellent problem solving skills, and a purpose driven, optimistic, positive attitude, with a commitment to a high level of customer service.
- Strong project and people management skills with attention to detail, including the ability to coordinate workflow, establish priorities, meet deadlines and effectively balance competing demands.
- Ability to work across different time zones, coordinate work with local chapters mostly remotely via phone or video conference, and understand different chapter’s regional and community cultures.
- Expected travel: 10 percent of time.

Why You Will Love Us
- Dedicated and passionate staff committed to marine and Great Lakes conservation.
- Two weeks paid annual leave, plus paid time off the week between December 25th and January 1st; and 11 paid holidays.
- Two weeks paid sick leave
- Health Benefits: Medical with an FSA option, dental, and vision
- Foundation paid Life and Disability Insurance
- Preparing for the Future: 403(B) with employer contribution after one year of service
- Commuter Benefits
- Cell Phone Reimbursement

Compensation and Benefits: Salary based on experience. The Foundation offers a competitive benefits package.

Start Date: Late February/early March
To Apply: Applications should include a cover letter, resume, list of references and several writing samples to Applicants@marinesanctuary.org. Please be sure to put Chapter Engagement Manager in the subject line. Applications received prior to February 7, 2020 will be preferred.

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