



**Job Title:**

**Deputy Director**

**Organizational Background:** The Mobile Bay National Estuary Program (MBNEP) brings citizens, non-profits, government agencies, business and industry, and natural resource managers together to promote the wise stewardship of Alabama’s estuaries and coast. The program does this through efforts to measure the status and trends of environmental conditions, ecosystem and access enhancements and restoration, local capacity building and technical assistance, and citizen education, participation, and involvement. MBNEP is a non-regulatory program of the Dauphin Island Sea Lab and one of 28 national estuary programs around the country working to safeguard and improve the health of some of the nation’s most important coastal waters. MBNEP is a servant organization guided by a management conference of over 100 community leaders. Our work is dictated by a Comprehensive Conservation and Management Plan (CCMP) based on scientific evaluation, citizen input, and conference committees assessment of needs and strategies for action.

**Job Overview:** The Deputy Director has five primary responsibilities: **Lead development of conservation plans and tools** that integrate biological goals and objectives established by Science Advisory (SAC) and Project Implementation committees (PIC); **Coordinate design of programs** with a focus on enhancing implementation of the CCMP and building community capacity to protect coastal resources; **Coordinate communication of status and trends** of estuarine indicators, populations, restorations, and stressor through the development of geospatial and other products for distribution to the public; **Assist with oversight of financial, programmatic and grants management** to ensure the work of the MBNEP is undertaken in a timely manner.

**Essential Functions:**

*Development of conservation plans and tools*

- Oversee habitat mapping and habitat restoration plan development activities working with the SAC and PIC
- Coordinate plan and tool development with other efforts throughout the region including non-profit and governmental agencies
- Engage conservation planning experts including but not limited to NASA, NOAA, EPA, USFWS, USGS and resource manager end users including municipality and county personnel in planning efforts
- Dovetail conservation planning and tool development with ongoing and future watershed planning efforts
- Improve habitats tool to include updated data sets and make more useful for strategic and project planning
- Develop strategy for promoting use of plan and any tools developed
- Other activities as necessary

*Design of Programs*

- Investigate and develop projects and initiatives that address issues including but not limited to stormwater, habitat restoration and protection, toxic pollution, water quality monitoring, sustainable fisheries management, marine invasive species, and environmental education and stewardship (Estuary Corps, Watershed based volunteer monitoring, and coastal marine planning)

- Undertake a needs assessment to determine what resources and gaps in resources exist to incorporate into program development
- Identify and recruit partners for program development and implementation
- Identify target audiences for implementing program and those who will benefit from it
- Develop purpose, goals, objectives, activities, products and outcomes of program
- Identify financial and operational needs for program
- Define mechanisms for evaluating effectiveness of program
- Initiate pilot test of program and make modifications as necessary
- Identify/seek out resources to support program
- Investigate opportunities for institutionalizing program at local level
- Other activities as necessary

#### *Communication of Status and Trends*

- Develop geospatial products that communicate state of estuarine indicators, populations, restorations, stressors, etc. to better communicate environmental status and trends
- Participate in building the integrity and credibility of the program through presentations to the public, community relations, media exposure and other external activities,
- Oversee watershed monitoring activities and trouble shoot any monitoring related issues
- Analyze watershed monitoring results and prepare periodic reports to public
- Coordinate the publication of a State of the Bay Report by end of the third year of five year CCMP, including data gathering, article writing, mining of photos, recommendations of how information can be presented.
- Other activities as necessary

#### *Assistance with program management*

- Assist the Director in leading the MBNEP Management Conference and its numerous partner organizations in the implementation of the CCMP Act as a point of contact for EPA and other federal agencies.
- Assist with directing the administration of grant funding of approximately \$5M - \$15M annually including extensive reporting to EPA and other funding entities.
- Prepare administrative documents including but not limited to personnel, planning, budgets, grant administration and reporting, requests for proposals, and contracts.
- Oversee the development of tracking and reporting programs, including the project tracking database.
- Assist with preparation and timely implementation of annual work plans.
- Develop and participate in management conference committee functions, community relations and public participation and education activities.
- Provide leadership with community planning exercises aimed at developing long term strategic plans that address environmental sustainability.
- In the absence of the Director, represent MBNEP externally to partner organizations, the media, political and community leaders, and the general public as well as internally within the administrative host (Dauphin Island Sea Lab),
- Assist with maintenance of relationships with other NEPs and the Association of National Estuary Programs

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#### **Internal/External Relationships:**

This position will work closely with the Director and other members of MBNEP staff as appropriate. This position will maintain ongoing relationships with grant agencies, government agencies, resource

management community and general public. In addition, this position will work with the different committees of the management conference as needed.

**Job Requirements-Experience/Education:**

Minimum education/experience requirements are a Bachelors Degree in finance, accounting, business administration, marketing, environmental, biological or related sciences, environmental engineering, urban and regional planning, policy analysis, public administration, or a related field and at least seven years of related experience described above. A Masters degree is considered a substitute for experience with at least three years of managerial experience. Direct experience preparing grant applications, managing grants or contracts, developing contracts, managing contracts, or programs, organizations, committees and public outreach programs is preferred. Ability to work and develop initiatives independently is necessary.

**Job Requirements- General:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; Ability to respond effectively to common inquiries or complaints from citizens, government agencies, or other members of the management conference; Excellent oral and written communication skills including the ability to prepare successful grant applications and persuasively seek project and program funding from other sources; Ability to write speeches and articles for publication that conform to a prescribed style and format; Ability to effectively present information to executive committee, government and industry officials, academic community and general public. Ability to conduct financial analyses, develop strategic plans and communicate with diverse populations.

**Equipment to be used in the performance of the job:**

The Deputy Director must be proficient in the use of the Microsoft Office Suite, including Word, Excel, and PowerPoint, publishing software such as Adobe Page Maker or Publisher, and be familiar with database programming software and/or SQL. Extensive knowledge of internet browsing and information mining preferred.

**Non-Essential Functions:**

MBNEP is a small office and as such, all staff are expected to participate in various aspects of office management including answering of telephones, preparing purchase orders or requisitions, recycling etc.

**Salary Range - \$58,630 – \$80,658**

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**Closing Date:** 1/29/15. A Dauphin Island Sea Lab employment application is required and may be downloaded from the DISL website ([www.disl.org](http://www.disl.org)). Return application along with cover letter and resume to: Ms. Roberta Swann, Director, 118 North Royal St, Suite 601, Mobile, AL 36602 or email [tengland@mobilebaynep.com](mailto:tengland@mobilebaynep.com). *The Mobile Bay National Estuary Program/Dauphin Island Sea Lab is an equal opportunity/affirmative action employer. DISL does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.*

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