



## CAPITOL HILL OCEAN WEEK (CHOW) MANAGER

**Location:** Silver Spring, MD  
**Supervisor:** Policy and Conservation Director

### Position Overview

Capitol Hill Ocean Week™ (CHOW) is the nation's premier public policy conference focused on creating a thriving future for our ocean and Great Lakes. The National Marine Sanctuary Foundation is looking for an enthusiastic individual with strong organizational and time management skills to plan CHOW's conference program, and its associated Blue Beacon Series events.

Convened by the National Marine Sanctuary Foundation every June, CHOW brings together scientists, policymakers, scholars, businesses and conservation leaders to address pressing conservation, science, and management issues facing our oceans and Great Lakes. In particular, the CHOW Manager will focus on developing the conference program and advancing an engaging and inclusive dialogue on how to sustain the health of our ocean and Great Lakes. The CHOW Manager also assists in other Capitol Hill Ocean Week events, such as CHOW Hill Day and DC Ocean Week.

The Blue Beacon Series aims to bring to light the ocean and Great Lakes' biggest challenges through and to increase recognition of the role of marine protected areas, particularly national marine sanctuaries in ocean and Great Lakes stewardship. Blue Beacon events are held quarterly/semi-annually focused on timely issues and driving action and showcasing innovative conservation solutions for our ocean and Great Lakes.

The CHOW Manager works closely with the President and CEO, Vice President of External Affairs, and Director of Policy and Conservation in developing program agendas, elevating and advancing policy and conservation actions, tracking conference impacts and outcomes, and coordinating across the Foundation team and with external partners. The position requires the performance of a highly independent professional.

The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We are dedicated to attracting and retaining a diverse staff. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts and Great Lakes for current and future generations.

### Duties and Responsibilities

#### *Capitol Hill Ocean Week (75%)*

- Provide strong ocean and Great Lakes policy and conservation expertise to help shape and strategically position CHOW as the nation's premier conference convening leaders and influencers.
- Develop the annual themes, tracks, and content for CHOW conference, including developing and implementing CHOW conference program agenda (keynotes, plenary and breakout sessions, Hill

Day, etc) working closely with the CEO, VP of External Affairs, and Director of Policy and Conservation.

- Engage and support the CHOW Advisory Committee in the development of the CHOW program, speaker recruitment, and audience outreach to new networks to enrich the dialogue and increase the impact of the conference.
- Research and analyze timely and relevant topics and issues facing our ocean and Great Lakes.
- Engage key stakeholders, partners and targeted audiences for CHOW and Blue Beacon.
- Research, invite, confirm, and prepare speakers to showcase, influence, and advance conservation and policy solutions and partnerships.
- Assist Policy and Conservation Director in featuring policy outcomes, events, and announcements at CHOW, Hill Day, and engaging Honorary Congressional Committee and Members of Congress.
- Support the Development Director in implementing sponsor benefits and advancing key partnerships that overlap with the CHOW program.
- Work with the Policy and Conservation Director, other Foundation staff, and events consultants to implement conference logistics for both in-person and virtual session formats.
- Work with the Director of Communications to develop and promote CHOW content and impact and raise the visibility and
- Facilitate annual strategic planning discussions, goals, and metrics tracking for CHOW.

#### *Blue Beacon Series (25%)*

- Research topics and speakers for quarterly/semi-annual Blue Beacon Series events.
- Champion protected waters and impact/importance of marine protected areas, including highlighting the Foundation and its Chapters, sanctuary sites, and/or partners.
- Research, invite, and confirm speakers.
- Engage and prepare speakers to meet event goals and objectives.
- Work with the Policy and Conservation Director, other Foundation staff, and events co-hosts to implement conference logistics for both in-person and virtual session formats.
- Coordinate an annual Blue Beacon Series calendar in conjunction with the Policy and Conservation Director.

## Qualifications and Requirements

- Bachelor's degree and 3-5 years of professional experience in conservation science or policy required. Knowledge and experience focused in marine and Great Lakes fields strongly preferred.
- Experience leading planning and implementation of events and conferences
- Skill and experience in developing and maintaining relationships and networking with academics, non-governmental organizations, government agencies, private businesses and corporations, and the general public.
- Ability to distinguish among competing priorities and balance complex and demanding workloads; organize and coordinate work assignments.
- Ability to work on multiple priority tasks concurrently.
- Skill and experience in organization and priority setting with high attention to detail.
- Fluency in computer software programs (i.e. Word, Excel, PowerPoint, Gmail, and databases) required.
- Strong oral and written communication abilities.
- Ability to work in a high pressure environment.



## 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 25<sup>th</sup> and January 1<sup>st</sup>; and 12 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

## How to Apply

[APPLY HERE](#) Applications received prior to September 30 will be preferred.

**Compensation and Benefits:** Salary based on experience. Range is \$55,000 to \$65,000. The Foundation offers a competitive benefits package.

*The National Marine Sanctuary Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.*