



Mission: Iconic Reefs, Restoration Implementation Manager

Location: Key West or Key Largo, FL. (Key West preferred)

Supervisor: Director of Policy and Conservation

Position Overview

In 2019, the National Oceanic and Atmospheric Administration (NOAA) launched *Mission: Iconic Reefs*, an initiative to restore seven coral reefs of the Florida Keys National Marine Sanctuary. The initiative is a partnership with NOAA working with local, state and national organizations, including the Florida Fish and Wildlife Conservation Commission, Florida Department of Environmental Protection, Coral Restoration Foundation, Mote Marine Laboratory and Aquarium, Florida Aquarium, The Nature Conservancy, Reef Renewal, and the National Marine Sanctuary Foundation.

The National Marine Sanctuary Foundation is hosting a new position, the Iconic Reef Restoration Implementation Manager who will serve as the primary liaison among the Foundation and its Florida Keys Chapter, NOAA's Office of Marine Sanctuaries and Office of Habitat Conservation, the United Way of Collier and the Keys (UWCK), and restoration practitioners to coordinate activities under *Mission: Iconic Reefs*. The UWCK, NOAA, and the Foundation are providing funding for this position.

Responsibilities

- Serve as a liaison to NOAA's Office of National Marine Sanctuaries, the NOAA Restoration Center, United Way of Collier and the Keys and coral reef restoration partners and practitioners; coordinator of the Iconic Reefs steering committee and chair of the Restoration Implementation Working Group.
- Manage and track all aspects of Mission: Iconic Reefs restoration implementation in the Florida Keys. This includes coordinating with external partners; and implementing a project management system; track and analyze progress to ensure goals and objectives are met; developing metrics to measure impact and ensure accountability. Coordinate restoration initiatives at iconic reefs and communicate its goals, outcomes, and benefits across key stakeholder audiences.
- Manage projects of varying scale including proposal review and monitoring, plans, schedules, budgets, third party contracts, invoicing, and work with the United Way of Collier and the Keys and the Foundation Grants Managers on the preparation of all relevant project documentation.
- Work alongside the UWCK's Reef Revitalization Project Liaison, who is leading United Way's efforts for community outreach, engagement, and education, to ensure successful project implementation.
- Manage budget and contracts related to Mission: Iconic Reef projects.
- Interact with potential funders and stakeholders, be prepared to present information on Iconic Reefs and establish connections to Iconic Reefs structure.
- Create and maintain detailed project records, files, reports and correspondence, and communicate expectations and timelines with all parties, both external and internal to ensure projects adhere to timelines and deliverables.
- Participate in restoration fieldwork (including SCUBA diving) as needed.
- Travel within the Keys and elsewhere will be required.

Qualifications

- Bachelor's degree, preferably in a marine science or ecosystem restoration discipline.
- Technical understanding of coral reef restoration, and habitat conservation including natural resource management, coastal and marine biology, and ecology.
- Knowledge of marine and coral reef ecology, monitoring and restoration techniques. Experience in design and implementation of coral reef, or ecosystem restoration. Experience conducting field work underwater, preferably coral restoration, research or monitoring.



- Ability to assimilate information from multiple partners that can then be used to track progress toward the overall goals of a project; generate products such as Gant charts, timelines, dashboards that represent a suite of partner-led activities; develop simple graphic products to demonstrate progress toward goals and to aid in strategic conversations with partners; ability to collaboratively problem identify, problem solve and build consensus.
- Ability to become and maintain status as a NOAA Scientific Diver or a program that has American Academy of Underwater Sciences (AAUS) reciprocity.
- Experience with collation of scientific materials from a variety of sources and developing best-practice guides or consensus recommendations.
- Proficiency in the use of the Microsoft Office software suite (Word, Excel, PowerPoint) and Google web-based office suite.
- Experience using both desktop and web-based Geographic Information Systems (GIS) to manage project data, track results, and provide situational awareness to leadership and project partners.
- Experience in project management including the planning and managing aspects of complex multi-partner projects, organizing meetings and events.
- Critical thinker with demonstrated problem-solving skills. Results driven.
- Experience working with budgets and tracking expenses.
- Attention to detail and ability to perform under tight deadlines.
- Demonstrated effective written and oral communication skills with experience in assimilating complex information into a concise issue paper or talking points using a variety of styles including scientific and plain language for multiple internal and external audiences.
- Demonstrated initiative, ability to work both independently and with others. Demonstrated ability to coordinate among and between various organizations, programs, divisions, and/or offices, both locally and remotely in other areas of the country.
- Flexible team member with a sense of humor and an ability to work quickly and prioritize multiple projects.

Why You Will Love Us

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy.
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

Compensation and Benefits

Salary Range: Commensurate with experience. The Foundation offers a competitive benefits package.

To Apply

[Apply Here](#). Please be prepared to submit a resume, cover letter, and three professional references. Applications received prior to August 30, 2020 will be preferred.

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