



## Conservation Manager

**Location:** Silver Spring, MD

**Supervisor:** Policy and Conservation Director

### Position Overview

The Conservation Manager is responsible for developing projects and programs by identifying and researching science, conservation, and restoration needs and opportunities at the different sanctuary sites and across the National Marine Sanctuary System. The Manager implements programs and projects; maintains and tracks associated budgets; leverages resources and community support; and fosters and strengthens partnerships for the Foundation and sanctuaries. The Manager also assists the Foundation's Policy and Conservation Director with planning and coordinating science and conservation strategies which support the mission and conservation priorities of the Foundation and national marine sanctuaries.

### Responsibilities:

- Support the Policy and Conservation Director in identifying, researching, and soliciting core conservation needs and opportunities at the national and site-specific levels for the Foundation and sanctuaries.
- Collaborate with Foundation Senior Leadership and across Departments to develop conservation programs and business plans on the national level to advance the Foundation's mission, position the organization and sanctuaries as agents of change and progress, and increase the visibility and recognition of its goals, outcomes, and benefits across key stakeholder audiences.
- Plan, coordinate, and manage science, restoration, and community stewardship activities to expand understanding of marine and Great Lakes sanctuaries, encourage protection and sustainable use of marine resources, and build the awareness, image, and reputation of the Foundation's impact and leadership.
- Develop and implement project goals, objectives, operational plans, and budgets by building partnerships and leveraging resources to maximize its effectiveness; supporting grant writing, fundraising, and corporate sponsorship opportunities; and connecting major Foundation conservation initiatives and campaigns with education, community stewardship, and policy and management.
- Work with internal and external partners to execute and implement science and conservation strategies, including occasional travel for and opportunities to present on Foundation program- or project-related meetings, events, and conferences.
- Track and analyze progress to ensure goals, objectives, and timelines are met and metrics of success and accountability are captured, including through the Foundation's project management database.



## **National Marine Sanctuary Foundation**

- Collaborate internally with the Grants and Contracts Manager and the Finance Team to support RFP development, maintain positive relationships with awardees, and ensure conservation program award deliverables are met in a timely fashion.
- Create and coordinate content, reports, visuals, and communications materials across a variety of communications platforms to showcase the Foundation's conservation accomplishments.
- Act as a passionate ambassador and advocate for the organization, and engage the public and media in events and high visibility opportunities that underscore and advance the value of Foundation in the eyes of key audiences and constituents.

### **Qualifications:**

- Master's degree and 3-5 years of professional experience in conservation science or policy required.
- Experience developing and managing projects, producing work plans with strategic goals/objectives and defined, measurable results strongly preferred.
- A proven track-record prioritizing and balancing assignments independently and achieving desired outcomes.
- Exceptional writing and content development skills with an ability to analyze and translate complex information into concise, tailored messages and stories utilizing a variety of communications platforms to reach multiple audiences.
- Ability to collaborate and work well with others, including local, state, and federal government agencies, non-profit organizations, businesses and corporations, academic institutions and universities, philanthropic organizations and potential funders, etc.
- Self-starter who is able to work independently and perform under tight deadlines with moderate to minimal supervision.
- Attention to detail and demonstrated organizational skills.

### **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



## National Marine Sanctuary Foundation

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

**Start Date:** Mid-September 2021

**To Apply:** [APPLY HERE](#) Applications received prior to August 3, 2021 will be preferred.

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.