



## Vice President, External Affairs

<b>POSITION TITLE:</b>	Vice President, External Affairs
<b>FLSA:</b>	Exempt
<b>STATUS:</b>	Full Time
<b>REPORTS TO:</b>	President and Chief Executive Officer
<b>DIRECT REPORTS:</b>	Six
<b>LOCATION:</b>	Silver Spring, MD

### Position Summary

The Vice President (VP) for External Affairs is a new strategic leadership position at the National Marine Sanctuary Foundation ("Foundation"). The VP for External Affairs will report to the President and Chief Executive Officer and be responsible for managing the Director of Strategic Communications, the Director of Development, the Director of Policy and Conservation, and the Directors for Monterey Bay, Gray's Reef, and Florida Keys chapters. In this role, the VP for External Affairs will help shape strategy, guide the Foundation's external relations policies and practices, and support the interests of the Board.

The VP for External Affairs should bring the capacity to leverage the Foundation's brand as a marine and Great Lakes conservation leader to raise significant public and private sector resources to support programs. In addition to providing internal leadership, the VP for External Affairs will expand the reach and influence of the Foundation through interactions with public, private, and philanthropic leaders. The VP for External Affairs should be an individual skilled at team-building and thrives on working with passionate leaders to invest in the Foundation's mission.

The VP for External Affairs will provide day-to-day oversight for the Development, Communications, and Conservation and Policy Departments and work with these departments to create an alignment among the key external affairs functions of the Foundation to cultivate solid and cooperative working relationships among the senior management team and the departments under each team member's purview. Because of the breadth of the overall External Affairs function, the VP must possess both a vision and an ability to analyze and synthesize complex information that supports the Foundation's strategic goals into specific short & long-term objectives.

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

- Develop and implement opportunities for creative partnerships and philanthropic investment opportunities that promote investment in all areas of the Foundation's work.
- Design a strategy which: (1) aligns the Foundation's brand as a marine protected area leader to advance revenue objectives of the organization; (2) maximizes relationship and funding opportunities between federal and corporate partners, including branding opportunities; and (3) communicated the Foundation's successes to the public and partners.
- Leverage and expand opportunities for the Foundation's Board to fully engage in philanthropic activities to increase unrestricted resources to support innovative program expansion.
- Work closely with the Chief Executive Officer, the Vice President for Operations and the Vice President for Finance to ensure a working culture for positive, creative, and highly collegial staff.
- Oversee the Development Department, Communications Department, and Policy and Conservation Departments and assist in developing, communicating, and implementing effective growth strategies and processes.
- Work with the Vice President for Operations and Vice President for Finance to effectively manage the Foundation.
- Motivate, lead, and retain a high-performance team; and attract and recruit required team members.
- Support the President and CEO in cultivating strong and cooperative working partnerships with Congress, the Executive Branch, corporations, major donors, and other conservation partners, and have the presence to engage the highest levels of leadership in these organizations.
- Translate ideas and insights into actionable programs and initiatives with specific and measurable outcomes.
- Foster a success-oriented, accountable environment within the Foundation.
- Willingness and ability to travel.

## Minimum Qualifications (Education, Experience, Skills)

- Demonstrated record of leadership in nonprofit, philanthropic, and or private sectors.
- Familiarity with marine conservation is preferred.
- Experience working in close partnership with an engaged Board of Directors.
- Ability to think strategically and plan for a period of 3-5 years in the future.
- Experience working with complex budgets, possessing sophisticated financial analytical skills, and an interest in evaluation and performance measurement metrics.
- Ability to generate and deliver clear and persuasive oral and written communications.

- Ability to inspire trust, organize people into teams, and motivate team members to work well together.
- Ability to lead and manage a dedicated professional team.
- Passionate commitment to the Foundation's mission.
- Ability to listen to others and learn from their best ideas.
- Intellectual curiosity, coupled with an innovative and entrepreneurial drive.
- Impeccable integrity, high energy level, and the possession of a sense of humor.

## 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 and January 1; 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 before September 10, 2021 will be preferred.

Applications must include a resume, cover letter, and at least three professional references.

**Compensation and Benefits:** \$110K-\$120K based on experience. The Foundation offers a competitive benefits package.

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### Disclaimer

The statements contained in this position description describe the general nature and level of work the employee in this position will perform. The statements are not an exhaustive list of all responsibilities, duties, and skills required of a person in this position. The President and CEO may assign other responsibilities, duties, and skills to the position at any time.

*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.*