



Position Announcement

ASSISTANT DIRECTOR for DEVELOPMENT and EXTENSION South Carolina Sea Grant Consortium Charleston, South Carolina

The South Carolina Sea Grant Consortium (Consortium) is seeking an Assistant Director for Development and Extension to be based in its administrative office in Charleston, South Carolina. The primary functions of this position are program development and extension program leadership, and assistance to the executive director with overall management of the Consortium.

The Consortium is a university-based state agency established in 1980 to optimize the environmental, social, and economic potential of the coastal and marine resources of the state and region through the support of high-quality research, extension, and outreach programming. For more information about the Consortium, visit our website at <http://www.scseagrant.org>.

Primary Responsibilities

Overall

- Assist the executive director in overall management of the agency.
- Work with the executive director and other senior management team members on strategic and tactical program planning efforts.
- Organize, prepare, and submit targeted research and outreach proposals to funding agencies and organizations to support and augment Consortium priority efforts.
- Work with the executive director and other senior management team members on annual accountability and performance reporting as required by the state of South Carolina and the National Sea Grant Office.
- Assist the executive director in interactions with university officials, state agency representatives, and the public and private sectors, and state and federal legislative members and staff.

Development

- Identify and maintain an awareness of potential sources of federal, state, local, and private funds to support the research and outreach program objectives of the Consortium.
- With the executive director, develop and maintain contacts in federal, state, and international agencies, industry, and private foundations to expand program activities and develop new sources of funding.
- Plan, develop, secure funding for, and manage multidisciplinary research and extension programs and projects that draw from Consortium-wide expertise.

Extension

- Lead, coordinate, and manage the Consortium's Sea Grant Extension Program
- Supervise the programs and activities of the Consortium's Sea Grant Extension specialists, and conduct annual evaluations of Extension staff.
- Provide leadership of Sea Grant Extension staff in long-range planning, writing, reporting, and grant management.
- Enhance and build S.C. Sea Grant Extension program areas by fostering partnerships and securing extramural funds from local, regional, state, and federal agencies, industry groups, foundations, and other appropriate sources.
- Develop the S.C. Sea Grant Extension program base funding proposal through the Consortium's quadrennial Sea Grant omnibus program proposal plan to the National Sea Grant College Program, NOAA, U.S. Department of Commerce.
- Engage in regional and national Sea Grant Extension activities.



Required Qualifications

- Ph.D. or specialized graduate degree in a marine science or policy field, with a minimum of five years programmatic and progressive administrative and management experience, or master's degree with a minimum of eight years of such experience.
- Demonstrated ability to work with technical, academic, agency, private sector representatives, and legislative staff.
- Demonstrated leadership and motivational skills to encourage staff creativity in expanding and improving the content and delivery of S.C. Sea Grant extension and outreach programs.
- Proven record of success in securing extramural funding.
- Demonstrated ability to build partnerships, communicate, collaborate, and work effectively with diverse groups of internal and external stakeholders.
- Ability to work and make decisions independently.
- Excellent oral and written communication skills, including computer fluency.

Preferred Qualifications

- Substantial knowledge of the Sea Grant mission.
- Thorough understanding of ocean and coastal issues and stakeholder needs in South Carolina and the southeastern region; federal level knowledge is desirable.
- Demonstrated experience in research and extension, research and extension administration, and budgeting and financial planning.
- Work experience in industry; national, state, or local government agencies; universities; or conservation organizations.

Position Type

Regular, full-time state FTE position. Position is contingent upon continued state and federal funding and successful performance. Salary commensurate with experience. The finalist for this position must successfully complete an e-verify and driver's license background check.

Work Location and Hours

This position is based in Charleston, South Carolina. Normal Consortium business hours are Monday through Friday 8:30 am to 5:00 pm. However, work beyond regular business hours, including evenings and weekends, may be necessary in order to complete the requirements of the position. Travel throughout the state and region is necessary; a valid driver's license is required.

To Apply

Applicants should submit a cover letter, curriculum vitae, and at least three letters of recommendation to:

Judy Linder
Administrative Manager
S.C. Sea Grant Consortium
287 Meeting Street
Charleston, SC 29401
judy.linder@scseagrant.org

This position is available immediately. Review of applications will begin on October 18, 2013 and will continue until the position is filled. NO PHONE CALLS PLEASE.

The South Carolina Sea Grant Consortium is an Equal Opportunity/Affirmative Action Employer.