

Position Description and Announcement
Associate Director Urban Coast Institute
Monmouth University

Position Description:

Monmouth University Urban Coast Institute is seeking an experienced candidate to serve as its Associate Director. The ideal candidate will possess strong leadership skills, the ability to collaborate with a diverse array of stakeholders, and broad and deep knowledge of coastal, marine and environmental issues and policies. The Associate Director will work closely with the UCI Director to provide information and research that coastal marine decision-makers need especially at the interface of science and policy to craft and implement sound policies. S/he will be responsible for development and implementation of UCI strategic plans and initiatives and engage in ongoing projects related to coastal and ocean policy, planning and management, and sustainable and resilience communities. The Associate Director will collaborate closely with Monmouth faculty, as well as with representatives of other academic institutions, nonprofit organizations, industry, government agencies, and decision makers to develop initiatives and research projects and find solutions to the challenges facing our coastal and marine environment and communities.

The position will work out of the offices of the Urban Coast Institute at Monmouth University in West Long Branch, New Jersey. The position will report to the UCI Director who will also be responsible for day-to-day management. Plans of work and performance-based program and project objectives will be developed working jointly with the UCI Director.

Responsibilities:

General:

- Strategic planning and project management
- Grants and proposal writing and management
- Engage policy makers, business leaders, and other key stakeholders interested in ocean and coastal policy to inform their decisions with expert insight.
- Identify gaps in knowledge, develop and lead interdisciplinary research efforts, especially at the interface of science and policy.
- Progress reporting and budget management.

Specific:

- Advance current UCI priorities including coastal and ocean management and planning, sustainable and resilience communities, water quality, habitat restoration and conservation.
- Seek opportunities to develop initiatives in new and emerging coastal and ocean issues on the state, regional, national and international levels.
- Develop and oversee work to implement the UCI Marine Science and Policy Initiative, including collaboration with Rockefeller University Program for the Human Environment and joint planning and implementation of annual high-level national conferences.
- Assist in UCI Director and staff to organize and lead dialogues with experts across sectors and conduct coastal, marine and ocean programs, public seminars and workshops to find solutions to coastal and ocean issues.
- Develop and maintain collaborative working relationships across the University, as well as with relevant local, state, county and federal personnel, private-sector, and non-governmental organizations.

- Assist in identifying interested faculty and organizing interdisciplinary working groups with Monmouth faculty, and outside collaborators as needed, to share research ideas, discuss issues and identify opportunities to work on projects and proposals.
- Provide insights and input to faculty as to programmatic and policy implications of research and science efforts to maximize funding opportunities and overall impact on University strategic priorities.
- Participate in the development of relevant research projects and submission of grant proposals to secure funding.
- Identify opportunities to expand faculty and student involvement in UCI research and related initiatives, and mentor students where appropriate to enhance their understanding of application of science and research into coastal planning and decision-making
- Work with the UCI Director and University grants and budget office to oversee and track grant and project budgets.
- Work closely with the UCI Director and University advancement staff to support fundraising activities with foundations, corporations, government agencies, and other funding sources
- Give presentations and represent UCI at meetings, hearings, conferences, workshops and other activities to allow for a greater UCI presence at such events.
- Travel to meet and interact with stakeholders and client groups, and project partners as needed.

Qualifications:

- A recognized leader with demonstrated record of success in environmental, coastal, marine and ocean related policy.
- An advanced degree in coastal and ocean science and policy, planning, law, or related field.
- A minimum of 6 years relevant experience in environmental, coastal, marine and ocean science and policy, and related program and project management.
- Deep experience and broad knowledge of coastal, marine and ocean policy and management issues.
- Seasoned leader with hands-on management style comfortable spearheading the development and implementation of successful initiatives to further organizational goals.
- Ability to collaborate and engage Monmouth University administration, faculty and students.
- Strong presence, communication skills and the ability to represent UCI and engage government agencies, the public, grantors, business organizations, project partners, legislators and the press as needed.
- Constructive facilitation and conflict management skills.
- Outstanding written and verbal communication skills.
- Record of professional presentations, papers, and publications in a range of venues preferred.
- Experience with project proposals and grant writing.
- Ability to work well in partnerships involving a wide range of diverse interests, including governmental bodies, organizations, industry, community leaders and the general public.
- Strong personal initiative, problem solving skills, creativity, and ability to work independently and as a member of a team.
- Specific experience and knowledge of New Jersey's and Mid-Atlantic coastal and ocean management programs, activities and issues preferred.
- Proficient in Microsoft Office, including PowerPoint.

Adjunct teaching opportunities at Monmouth University may be available subject to sufficient qualifications, application and approval by relevant Department.

Compensation:

Salary commensurate with candidate's experience and skills. This is a full-time, salaried position and includes benefits package which includes health care and paid sick and vacation time. Formal performance evaluations will be conducted annually by the UCI Director. Position is renewable annually based on satisfactory job performance and availability of funding.

To Apply: Qualified candidates should submit a cover letter of interest with salary requirements, a resume detailing qualifications and relevant experience, a short writing sample (no more than three pages) and names and contact information for three references (including email address) to:

Monmouth University
Urban Coast Institute
Attn:
Email:

Submission of application materials is by email only and submitted as a pdf or Word document only.

Monmouth University is an Equal Opportunity Employer. Proper documentation of identity and employability required at the time of employment. Employees will be subject to a background search.

About UCI:

The mission of the UCI is to serve the public interest as a forum for scientific and policy research, education and collaboration, which fosters the application of the best available science and information to support healthy and productive coastal ecosystems and an ecologically sustainable and economically vibrant future for coastal communities. The UCI was established in September 2005 as one of Monmouth University's "Centers of Distinction". The UCI builds on the University's growing strengths in environmental science, business and economics, and public policy and collaboration with the Kislak Real Estate Institute and Polling Institute. The UCI supports collaborative and interdisciplinary research and educational programs, as well as extramural partnerships with universities, community colleges, public and private sector groups and individuals with expertise in coastal and ocean related issues. For more information, see: www.monmouth.edu/uci