

Executive Director – Chincoteague Bay Field Station

Agency: Chincoteague Bay Field Station of the Marine Science Consortium.

Location: Wallops Island, Virginia

Job Category: Full Time Position

Website: www.cbfieldstation.org

Salary: Competitive depending on qualifications and experience. Includes health insurance coverage.

Start Date: May 15, 2017

Last date to apply: Open until filled.

Description: The Chincoteague Bay Field Station (CBFS) is seeking an Executive Director. Located in Wallops Island, Virginia, the CBFS is a residential campus including classrooms, laboratory facilities, dormitories, staff and faculty apartments, physical plant operations, vehicles, vessels, and food service. In addition to the main 40 acre facility in Wallops Island, the CBFS owns a 30 acre, bayside property in Greenbackville, VA.

Governed and owned by the Pennsylvania State System of Higher Education, and other member universities, CBFS was established as the Marine Science Consortium in 1968, and offers a broad spectrum of marine and coastal science educational programs for college, K-12, families, and adult learners.

The Executive Director is responsible for supervising both properties, including all programs and infrastructure, staff development and supervision, financial management, fundraising, grant-writing, public relations, program development, and site management and evaluation. Through guidance and approval from the CBFS's Board of Directors, the Executive Director has broad authority to lead and govern the operations of the organization toward its mission, strategic goals, and program success.

Specific Duties and Responsibilities:

- Develops and enhances key relationships and partnerships with external stakeholders including youth and school groups, education, and environmental or conservation organizations.
- Supervises and leads program management by working with education staff and often with university faculty to design, implement, and evaluate educational programs.
- Works in coordination with CBFS staff, the Board of Directors, and Academic Advisory Council faculty to grow and enhance high-impact practices (classes, research, internships, service-learning experiences, etc.) that have been a hallmark of the field station.
- Oversees the operations, management, and improvement of CBFS's campuses, facilities, and vessels to facilitate the CBFS mission.

- Ensures that CBFS, staff and programs operate in compliance with applicable local, state, and federal laws and regulations, within the definition of an IRS 501 C3 non-profit organization.
- Develops and maintains relationships with CBFS's member universities, NASA, US Fish & Wildlife Service, The National Park Service, Accomack County, and other partner agencies.
- Meets regularly with the CBFS board president, committees and members to establish and enhance effective board processes, meetings and actions.
- Works with staff to competitively bid for state and federal grants to support and maintain the CBFS facility, and its college, k-12 and family programs.
- Responsible for developing the operating budget for the CBFS.
- Leads by strong, creative, and energetic example a staff of 40+ permanent and seasonal education staff and volunteers, as well as campus operations personnel, by maintaining effective and clear communication, training, and development practices.

Qualifications:

Minimum Qualifications:

- Master's Degree in biological sciences, natural resources, not-profit organizational management or related field.
- At least 3 years leading a field station, science center, environmental learning center, preferably in a residential setting, or any equivalent combination of training and experience.
- Proficiency in non-profit finance management, public speaking, residential learning, and facilities management.
- Proven track record of fund-raising and grant-writing ability.
- Additional relevant experience or education may be considered as a substitute for required qualifications on an individual basis.
- Superior written and verbal communications.

Additional Preferred Qualifications:

- Experience with local, state, and federal environmental and wildlife regulations and enforcement.
- Experience with research vessel operations.
- Experience with public higher education.

Contact Person: David Errickson

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The Chincoteague Bay Field Station is an Equal Opportunity Employer. Individuals from traditionally underrepresented populations are encouraged to apply.