



## Position Description

Position Title: **Program Director**

Classification: Exempt

Reports to: Executive Director

Direct Reports: Education Coordinator, Citizen Science Coordinator, Volunteer Coordinator and Program Registrar

**ORGANIZATIONAL SUMMARY:** The Port Townsend Marine Science Center (PTMSC) is an educational organization devoted to the **mission:** *Inspiring conservation of the Salish Sea*. PTMSC achieves for our mission through three core competencies: 1) exceptional **visitor experiences** in our two exhibit buildings at Fort Worden State Park, 2) extensive **lifelong education** programs for all ages, and 3) a wide range of **citizen science** research projects. Through these endeavors we strive to create our **vision:** *A community where ocean literacy is a local legacy fostering generations of knowledgeable and passionate stewards of our coast and marine environment*.

**POSITION PURPOSE:** The Program Director serves in the key leadership position responsible for leading the Program Team of 3.5 FTE, seasonal staff, and 300+ volunteers in delivering PTMSC signature programs across our three core competencies. Working in a highly collaborative environment h/she is an adept leader in inspiring excellence in current program delivery while providing leadership to develop and implement the growth called for in our strategic plan. At the end of 2014, the Board and Staff completed a long-range strategic plan that calls for a doubling of PTMSC's impact by 2025.

### ESSENTIAL FUNCTIONS OF THE POSITION

#### **Program Management and Development**

- Working in a highly collaborative environment, develop long-range and annual program plans, corresponding budget and systems to effectively serve our key audiences with a focus on financial sustainability.
- Provide oversight for all programs and projects ensuring that each meets PTMSC's quality standards, with particular attention to the needs and expectations of the constituencies served.
- With management team develop and maintain qualitative and quantitative evaluation system of current and pilot programs, prepare materials and analysis for grant and board reports, and implement improvements derived from these analyses.
- Work closely with marketing staff to prioritize and allocate marketing initiatives fitting with the scale of the project and potential impact.
- Collaborate with Development Director on strategy and writing of funding proposals particularly relating to the sustainability of programs funded by grants.
- Work with staff and AmeriCorps in program implementation.

#### **Staff Leadership**

- Support a culture of collaboration by providing opportunities for staff to fully engage with PTMSC's mission, and operational needs, and actively seek and contribute ideas for organizational success.
- Work with staff to develop systems and update procedures for efficient operations and internal communications.
- Ensure that direct reports have opportunities to develop professionally, and that they have authority commensurate with their responsibilities.
- Champion change management to support the institutions strategic goals.

### ***External Partnerships and Relationships***

- Track needs with of constituent groups that use PTMSC programs and services to inform program improvement and development.
- Sustain existing program partnerships with other community agencies, educational organizations and civic groups and explore new relationships as fits with strategic growth.
- Model and maintain a positive profile of PTMSC through all public, professional, and personal contacts.
- Maintain affiliation with professional organizations that have potential benefit to PTMSC.

### **DESIRED QUALIFICATIONS**

#### *Education and Experience*

- Graduate degree in a marine science or equivalent combination of experience and education is required.
- Five years of experience in leading staff and budget management is required.
- Demonstrated excellence building relationships between formal and informal science education preferred.
- Experienced participation in or management of citizen science research preferred.
- Experience with operations of an informal science education center preferred.

#### *Required Skills and Abilities*

- Demonstrated organization, and leadership skills.
- Solid understanding and working knowledge of standard office information technology applications including Microsoft Office and Google applications, and familiarity with distance-learning technology.
- Strong verbal and written communication skills including small and large group presentations.

### **Compensation**

Salary commensurate with qualifications. Benefits include 90% of the company's health insurance group coverage.

### **How to Apply**

Only electronic submissions will be accepted. Please email a cover letter and resume electronically to [ProgramDirectorPosition@PTMSC.org](mailto:ProgramDirectorPosition@PTMSC.org) Subject: 'Program Director Position'.