

Position Title:

Director, Maine Sea Grant (id:41595)

Department:

Sea Grant

Bargaining Unit:

Nonrep Professional

Salary Band/Wage Band:

07

Purpose:

The Director provides leadership and programmatic oversight for the Maine Sea Grant College Program, a state-federal partnership based at the University of Maine. The mission of Maine Sea Grant is to support and promote marine science and education and their use in the development, management, and stewardship of marine and coastal resources. Part of a network of 33 Sea Grant programs throughout the coastal and Great Lakes states and territories, Maine Sea Grant supports integrated scientific research, outreach, and education programs. Maine Sea Grant annually receives approximately \$1.2 million from the National Oceanic and Atmospheric Administration, as well as matching funds from the University of Maine. Approximately 50% of the NOAA funds are distributed for research and education projects, awarded through a biennial peer-reviewed competition, with the remainder supporting management, outreach, and education programs. Outreach is a key element of Maine Sea Grant, conducted via a team of science communication professionals and the Marine Extension Team, a partnership with University of Maine Cooperative Extension. The individuals who make up the Marine Extension Team give Maine Sea Grant a unique geographic reach from Kittery to Eastport, and provide experienced assistance to coastal communities, ensuring that Sea Grant research is relevant and beneficial to the people of Maine.

Essential Duties & Responsibilities:

As Director, this position oversees all aspects of the Maine Sea Grant College Program, including administrative, budgetary, office, and personnel issues. The position represents the University through collaboration and partnerships with the academic and research community in Maine and beyond, with in-state stakeholders, and with out-of-state and national institutions, such as the Sea Grant Association and NOAA. The Director reports to the Vice President for Research at the University of Maine, and is advised by the Maine Sea Grant Policy Advisory Committee. This position requires frequent and extensive travel, both in-state and nationally, with occasional international travel. Travel regularly requires overnights and weekends away from home.

The Director will provide leadership to enhance the impact of the Maine Sea Grant Program through: (1) managing personnel and through regular consultation with the management team overseeing all operations of the Maine Sea Grant College Program, (2) deploying human and fiscal resources efficiently, balancing available skill sets, and aggregating and reporting outputs and outcomes in formats required by both the University and the federal government all in the context of local, regional, and national needs as portrayed through various strategy-setting exercises, (3) continuing to develop the Marine Extension Team

under the Memorandum of Understanding between Maine Sea Grant and UMaine Cooperative Extension, (4) identifying and pursuing additional funding sources to strengthen and expand research, outreach, and education activities, (5) actively recruiting participation in the program by researchers and other partners from other institutions throughout the state and region, (6) strengthening collaborative relationships and developing joint ventures with Sea Grant programs in other states and with the National Sea Grant Office, and with other organizations within the University of Maine System, and in the state, region and nation, (7) working with Sea Grant staff, Policy Advisory Committee, and University of Maine administration to plan programming and to ensure program performance through periodic external evaluation, (8) participating in National Sea Grant activities including leadership with the Sea Grant Association, regional and national conference coordination, and various evaluative and planning processes, (9) helping to monitor and respond to Congressional action affecting the national and state Sea Grant programs, including working with the PAC and UMaine administration to develop and implement a state legislative strategy, and (10) advising the Research Director and the Research Coordinator in the implementation of the annual/biannual research competition.

Other reasonably related duties as assigned.

Knowledge, Skills & Qualifications:

Required qualifications include:

1. Demonstrated strong leadership and management skills to encourage staff creativity in sustaining and enhancing the content and delivery of Sea Grant programs,
2. Extensive program management experience, including a thorough knowledge of budgeting and financial planning, and a proven record of success in securing external funding,
3. Commitment to conducting and administering scientific research and science communication,
4. Significant experience in implementing and managing meaningful public outreach and education programs,
5. Demonstrated ability to build partnerships, collaborate in a team setting, and work effectively with diverse groups of internal and external stakeholders at the local, state, and national levels,
6. Excellent oral, written, and interpersonal communications skills,
7. A master's degree in a field relevant to the Sea Grant mission and substantial work experience relevant to the duties described above, and
8. Ability to travel, normally requiring a driver's license.

Preferred qualifications include:

1. Substantial knowledge of the Land Grant and Sea Grant missions,
2. Extensive experience working in collaboration with industry, national, state, or local government agencies, or conservation organizations,
3. Demonstrated commitment to the best practices of community engagement,
4. Working knowledge of state and federal legislative processes,
5. Thorough understanding of Maine's coastal and marine resources and issues, and

6. A Ph.D. in a field relevant to the Sea Grant mission.

SUPERVISORY RESPONSIBILITIES: Supervise a staff of approximately 15 individuals.

POSITION TYPE: Regular, Full-time. The successful candidate may also hold a faculty appointment in an appropriate academic or organized research unit consistent with their educational attainment and as negotiated by the candidate. Position is contingent upon funding and successful performance.

WORK ENVIRONMENT/DYNAMICS: This position is based at the University of Maine in Orono, Maine. Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. However, work outside regular business hours including weekends is typically necessary in order to complete the requirements of the position. Travel throughout the state and the nation is necessary.

WORK YEAR: 12 month, fiscal-year.

SCHEDULE FOR EVALUATION: The Director's performance will be reviewed annually, and the appointment may be renewed every four years in accordance with the established procedure of Research Director Reviews.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.

TO APPLY: Use the University of Maine's [Online Application Form](#). Materials must be submitted via "Apply For Position." You will need to create a profile and application; upload a cover letter and a resume/curriculum vitae which fully describes your qualifications and experiences with specific reference to the required and preferred qualifications; and provide contact information for three professional references. You will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form. **Incomplete application materials cannot be considered. Review of applications will begin July 27, 2017 and will continue until the position is filled.**

The University of Maine is an EEO/AA Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

Length:

Fiscal Year (12 Months)

Required Documents:

Cover Letter, Resume/CV