



601 Embarcadero,  
Suite 11  
Morro Bay, CA 93442  
[www.mbnep.org](http://www.mbnep.org)

## Executive Director Position Announcement

**Job Description.** The Executive Director provides leadership and vision to a collaborative, water quality-focused organization with professional staff, multiple external partners, and an engaged cohort of volunteers. The Executive Director also manages the administration of three water quality programs separate from the Estuary Program in partnership with the Central Coast Regional Water Quality Control Board. The Executive Director reports to the Bay Foundation Board of Directors and is an ambassador for the Estuary Program, serving as a liaison to our many partners and the public.

**The Organization.** The Morro Bay National Estuary Program brings citizens, local governments, nonprofits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory entity that conducts monitoring and research, restores natural habitats, and educates residents and visitors on how to keep Morro Bay clean and healthy. The Morro Bay National Estuary Program is one of 28 national estuary programs around the country that are working to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results by closely collaborating with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed.

The Morro Bay National Estuary Program is housed within the Bay Foundation of Morro Bay, a 501(c)(3) nonprofit in good standing whose mission is to lead in restoring, enhancing, and protecting the marine resources and watersheds of Morro Bay and the Central Coast of California. The Bay Foundation is home to four water quality programs, including the Morro Bay National Estuary Program. For more information about the program, visit [www.mbnep.org](http://www.mbnep.org) and <https://bayfoundationmb.org/>.

### Duties and Responsibilities.

- **Provide Collaborative Leadership to the Estuary Program**
  - Lead a staff of 8-12 professionals with a variety of skillsets to build a strong team, achieve annual workplan objectives, and further the mission of the organization.
  - Build consensus among partner organizations, community stakeholders, and scientific experts to achieve results under the Estuary Program's [Comprehensive Conservation and Management Plan](#).
  - Develop and manage multi-million-dollar budgets with public and private funding sources, sustain capacity, and evaluate effectiveness relative to environmental outcomes and the mission of the organization.
  - Foster an inclusive community within the organization and within partnerships.



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- **Represent the Estuary Program Locally, Regionally, and Nationally**
  - Work with elected officials, agency leaders, policymakers, business leaders, the media, and funders across the political spectrum.
  - Effectively convey the work of the Estuary Program through sound communication principles, storytelling, and strategic use of different media types.
  - Implement the triennial State of the Bay report and corresponding events that aims to share science about the bay directly with the public.
- **Oversee the Administration of Other Water Quality Programs**
  - Provide effective planning, contract administration, financial oversight, and collaboration to the three water quality programs that the Bay Foundation manages in partnership with the Regional Water Quality Control Board.
- **Grant Management and Financial Administration**
  - Ensure sound grant management practices that follow procurement and other requirements as specified by each granting agencies.
  - Direct financial management of the organization, including budgeting, procurement, documentation, and annual audits.

#### **Minimum Qualifications.**

- BA/BS in a relevant field, such as: natural resources management, environmental science, biology, or other related fields
- Five to seven years of program management and supervisory experience, including strategic planning and managing multiple complex projects with a team of multiple skilled employees working collaboratively with multiple funding sources, deliverables, budgets, timelines, and project details
- Ability to establish and maintain effective, collaborative relationships with a wide variety of partner organizations, volunteers, and the public
- Extensive working experience in natural resource management, water quality science, or other related fields
- Excellent verbal and written communication skills, with experience in public speaking and presentations
- Ability to convey technical and politically sensitive topics in a clear, concise manner
- Experience managing budgets and grant funding
- Knowledge of fundraising and grant writing in a non-profit environment

#### **Preferred Qualifications.**

- Master's degree in a relevant field, such as: natural resources management, environmental science, biology, or other related fields
- Experience working in small to medium nonprofit organizations



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- Experience with federal single audit requirements and federal procurement requirements for nonprofits
- Knowledge of national environmental policy landscape

**Pay, Benefits, & Work Environment.** This is an exempt, full-time position with a pay rate dependent on experience. The preferred start date is as early as possible in the first quarter of 2022. Benefit package includes sick leave, paid vacation, and holidays. Group health insurance, optional Flexible Spending Accounts, and simple IRA retirement savings plan with employer match provided. Casual office environment with options for flexible schedules. Position is currently primarily remote, but must be located in the San Luis Obispo County area for fieldwork and for eventual in-person return to the office. Required safety protocols for all staff follow current COVID-related public health guidance. Occasional evening and weekend work within the county, indoors and outside. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a nonprofit that provides the administrative framework for the Estuary Program.

**How to Apply.** Submit a resume and cover letter to the Morro Bay National Estuary Program. Email submissions preferred. Please send to [staff@mbnep.org](mailto:staff@mbnep.org), subject line – *Executive Director Application*. Applications are accepted until filled and will be reviewed on a rolling basis. Qualified applicants will be interviewed as applications are received. Proof of valid driver's license, insurance, clean driving record (DMV report), and reliable transportation must be provided before a final offer will be made. The Bay Foundation is an equal opportunity employer and is committed to building a team that represents a variety of backgrounds, perspectives, and skills.