



Associate Director

Position Announcement

Position Overview

The Estuary Program is seeking an **Associate Director** to support program management, operations & administration, fundraising, and grant management. This position plays a key role in management of an environmental nonprofit, including program oversight and operational support. The Associate Director also supports communication and outreach efforts to increase knowledge and stewardship to help protect Morro Bay and the lands that surround it. The Executive Director and Associate Director work together to promote estuary and watershed health and showcase the scientific, restoration, and education work of the Estuary Program.

The Associate Director reports to the Executive Director and works closely with the Comptroller on budget tracking, grant management, contracting, and other financial management tasks. The position is a leadership development role, offering experience in nonprofit management and direct mentorship from an Executive Director.

About the Organization

The **Morro Bay National Estuary Program** brings the community, local governments, nonprofits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, nonprofit organization 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. For more information about the program visit MBNEP.org.

Essential Duties & Responsibilities

The Estuary Program is a dynamic environmental nonprofit organization. While these are the anticipated duties and responsibilities, they may shift due to changing program priorities. Other duties may be assigned.

Organization Management

- Track budgets, contracts, and grants
- Support management of benefits and insurance for organization staff
- Manage tech needs for the office with assistance from outside technical support firm

Development and Grant Management

- Collaborate on development of grant workplans and budgets to support projects throughout the organization
- Support the creation and implementation of development campaigns

- Support donor appreciation efforts

Fostering Collaboration

- Develop relationships with partners to support projects throughout the organization
- Support the organization's Community Projects program to develop collaborative partner projects
- Represent the organization throughout the community to share our organization's science and encourage stewardship

Organizational Leadership

- Work closely with the Executive Director on organizational planning and strategic initiatives
- Support coordination of organization's Management Committees
- As build skills, grow into staff oversight role
- Learning opportunities on multiple aspects of a small environmental nonprofit

Minimum Qualifications

- BA/BS, coursework, or equivalent work experience in the environmental field (natural resources management, environmental science, biology, environmental education, or similar)
- Two to five years of experience, ideally in the environmental field, in areas such as consulting, nonprofit, or small business management.
- Excellent verbal communication skills, with experience in public speaking and presentations
- Excellent written communication skills with demonstrated experience writing for technical and public audiences
- Ability to translate technical information clearly and appropriately for diverse audiences, consistent with organizational voice and messaging
- Strong organizational skills and attention to detail; ability to manage multiple projects with varying timelines and reporting requirements
- Proficiency in Microsoft Office 365 programs (Word, Excel, Outlook, PowerPoint) and Adobe Acrobat Pro

Preferred Qualifications

- Master's degree in the environmental field
- Experience managing projects, grants, and associated budgets
- Experience working with environmental conservation initiatives or small nonprofit organizations
- Experience in supervising staff, volunteers, interns, and/or students
- Knowledge of nonprofit fundraising and donor communications

Pay, Benefits, & Work Environment

This is a non-exempt, full-time position with a pay rate of **\$30 to \$33 per hour**, depending on experience. Anticipated **start date in May 2026**, with some flexibility to accommodate the academic calendar.

Benefits include:

- Paid sick leave, vacation, and holidays
- Group health insurance
- Optional Flexible Spending Accounts
- Work from home and cell phone stipends
- SIMPLE IRA retirement savings with employer match
- Flexible work schedules within a casual, collaborative office environment

Work Expectations:

- Work primarily occurs during regular business hours (Monday to Friday from 8 a.m. to 5 p.m.)
- Flexibility to work remotely on appropriate tasks for portions of the schedule
- Regular in-person participation required for office work, outreach events, public engagement, and meetings across Morro Bay and San Luis Obispo County
- Indoor and outdoor work required
- Occasional evening and weekend hours for events and meetings

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

To apply, please submit the following materials:

- A cover letter describing your interest in the position and relevant experience
- A current resume
- A writing sample (750-1,000 words preferred) where you are the sole author that demonstrates your ability to communicate clearly to a general public audience.

Please submit application materials in PDF format to hire@mbnep.org, with the **subject line: Associate Director Application**. The Estuary Program would like to fill the position as soon as possible; the review and selection process will proceed as applications are received. Applications are accepted until Friday, May 1, 2026, at 4 p.m. Proof of valid driver's license, insurance, clean driving record (DMV report), and reliable transportation must be confirmed before a final offer is made. All offers of employment are contingent upon the successful completion of a background check (including a criminal records check). As parts of our organization work extensively with youth and students, all employees are required to meet Bay Foundation policies regarding working with minors.

The Bay Foundation is an equal opportunity employer to all, regardless of race, age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, and sexual orientation.