



## **Program Director**

### **About the Marine Science Institute (MSI)**

*The Marine Science Institute is a non-profit science and environmental education organization offering hands-on programs that excite and enlighten students about science. Founded on the idea that education is the single most valuable commitment we can make for our future, MSI has developed 1 million students into more conscientious stewards of the marine environment since 1970. Visit [www.sfbaymsi.org](http://www.sfbaymsi.org) for more information.*

### **Position Summary**

The primary responsibility of the Program Director is to oversee the development and delivery of land- and ship-based programs to over 50,000 schoolchildren and summer campers per year. The Program Director also identifies qualified environmental educational organizations and vendors to work with MSI, and represents MSI to various constituencies. This is a full-time position that reports to the Executive Director.

### **Position Description**

- Program Development and Oversight (40%)
  - Oversee the curriculum development and program delivery, with Land/Ship Program Managers, for all MSI program offerings
  - Jointly set goals for number of programs to be delivered by MSI for fiscal year; chair monthly meetings to monitor program bookings versus annual goals and to provide forum for discussion of programs
  - Manage the ongoing evaluation of programs, incorporating feedback from participants and from Land/Ship Program Managers and other MSI staff
  - Ensure balance between MSI commitments to new programs and MSI's ability to deliver such programs
  - Ensure all MSI programs meet California Science Curriculum standards
  - Oversee budget, pricing, program content, and marketing for Marine Camp
- Partnership Management and Community Outreach (25%)
  - Identify partners and vendors for delivery of MSI programs; negotiate agreements.
  - Proactively represent MSI in various communities throughout Bay Area --- with environmental organizations, schools, Federal/state/county/city officials, etc.
  - Oversee development of marketing campaigns for programs and implementation of such campaigns
  - Recommend which community events and conferences are appropriate for MSI participation
- Assist Development Department in fundraising activities (10%)

MSI is an equal opportunity employer.

- Assist Development Director in soliciting donations and with fundraising activities as needed. This may include but is not limited to attending grant information meetings, meeting with prospective donors, representing MSI at donor events, and giving tours to prospective or current supporters
- Provide overview and contextualization of recent participation in and summary of statistical information and evaluation results on MSI programs
- Responsibility for meeting or exceeding financial goals for programs (10%)
  - With the Executive Director, set annual earned income goals, including pricing, for all MSI programs
  - Tracking bookings of programs vs. budget, on monthly basis; sharing data with senior staff
- Member of Senior staff of MSI (10%)
  - Act as substitute for Executive Director when ED is absent
  - Supervise Land Program Manager, Marine Camp Director, Education Coordinator, Scheduling Coordinator and Membership/Volunteer Coordinator
- Other duties as assigned. (5%)

## **Qualifications**

- Required:
  - Commitment to MSI's mission
  - Bachelor's degree in education or science
  - At least five years experience in environmental educational organization or other nonprofit devoted to marine or environmental science
  - Experience developing at least one entirely new educational program, including a partnership with another educational nonprofit
  - Experience conducting evaluations of educational programs
  - At least three years experience as a supervisor, including hiring, training, evaluating and rewarding employees
  - Previous experience representing environmental educational nonprofit with donors, public funding agencies, client groups, community stakeholders, etc.
  - Must be able to perform duties aboard a boat, as needed.
  - Must be able to lift fifty (50) pounds, as needed
  - Must have valid driver's license and be able to operate MSI vans and trucks
  - Must be able to substitute as instructor for any of MSI's programs.
  - Knowledge of regulations governing in-school programs, field trips, and summer camps.
  - Administrative experience with exceptional communication and interpersonal skills;
  - Proficiency in Microsoft Windows, Excel, Word, Access, and Power Point;
  - Knowledge of basic accounting principles, including developing and tracking program budgets;
  - Ability to organize, prioritize and efficiently complete varied tasks;
  - Ability to attend to detail, meet deadlines, and work with a high degree of accuracy;
  - Flexible and creative team member
- Preferred:

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- Master's degree in education or science.
- Experience as teacher of environmental educational programs.
- Knowledge of California Science Curriculum standards
- Familiarity with marine/SF Bay regulations.
- Familiarity with facilities planning, especially in educational or camp environment.
- Experience with fundraising and/or capital campaigns.
- Ability to collaborate effectively in a small, informal, action-oriented team.
- Creativity, flexibility, great sense of humor, and an enthusiastic approach to work.
- Demonstrated ability to multi-task, work in a fast-paced environment, set priorities, and meet deadlines.
- Demonstrated organizational and time management skills.

### **Location**

MSI is located in Redwood City, CA, on the San Francisco Bay. MSI's site is a "rustic" outdoor education facility that includes both indoor and outdoor hands-on learning settings, live marine animals, and boats (including MSI's own R/V Robert G. Brownlee). The site is located on Redwood Creek, facing Bair Island, part of the Don Edwards San Francisco Bay Wildlife Refuge, administered by the US Fish and Wildlife Service. This position is not suitable for telecommuting.

### **Compensation**

- Salary depending on experience.
- Eligible for medical and dental benefits after 60 days.
- 2 weeks paid time off, plus holidays.
- Match of up to 5% employee's annual salary contribution to retirement account.

### **How to Apply**

Submit cover letter including salary expectations along with resume, to Executive Director Marilou Seiff at [marilou@sfbaymsi.org](mailto:marilou@sfbaymsi.org). No phone calls or drop-in visits please. Position will remain open until filled. Due to volume of response, we will not be able to respond to every application.