



Announcement of Opportunity

Executive Director – Pacific Ocean Shelf Tracking (POST) Project

The Pacific Ocean Shelf Tracking (POST) Project – an innovative scientific project established to create a large-scale marine acoustic tracking array on the West Coast of North America for research on movement and survival in marine species - is seeking an Executive Director.

The privately funded Project began as one of 14 field projects of the Census of Marine Life, a ten year international effort to assess and explain the diversity, distribution and abundance of marine life in the oceans – past, present and future. It also contributes to the goals of the Gordon and Betty Moore Foundation's Wild Salmon Ecosystem Initiative, helping to ensure the maintenance of a healthy salmon ecosystem in the Northeast Pacific. The Project recently completed a demonstration phase affirming the feasibility and value of building a permanent large-scale ocean telemetry system for studying the marine phase of anadromous fishes and other marine animals. The success of the large-scale demonstration places POST in a position to root itself as an important continental-scale acoustic telemetry network spanning the entire West Coast. Additionally, POST is an integral partner in the global Ocean Tracking Network (OTN). It is expected that POST will continue to play a prominent role in OTN as a flagship demonstration of continental scale acoustic tracking.

The POST Project's significance as a unique scientific tool for undertaking credible research provides an exciting environment for the successful applicant. The Executive Director will drive the Project forward as a means to answer key questions about the movement of important marine species and as a means to effect the conservation and management of Pacific salmon and other marine animals.

POST is governed by a volunteer Management Board consisting of members from private foundations, senior governments in Canada and the US, and various stakeholders along the West Coast. The project is hosted by the Vancouver Aquarium Marine Science Centre, a self-supporting, non-profit organization dedicated to effecting the conservation of aquatic life through display and interpretation, education, research and direct action. The Project's offices are located at the Vancouver Aquarium, in the heart of beautiful Stanley Park in Vancouver, BC.

The Executive Director is responsible for the overall implementation of the POST Project, to ensure that key milestones are achieved to satisfy the objectives of the Foundations and other key partners supporting the Project. The Director will lead a small staff in managing day-to-day administration, operations and communications and work closely and collaboratively with the Management Board and staff in facilitating POST science and expansion of the project.

The compensation package includes salary commensurate with education and experience, and benefits in accordance with the Vancouver Aquarium's Employee Plan. There is the flexibility for this position to be a full- or part-time (minimum 3-day-per-week) commitment. Funding for this position is based on a grant that expires December 31, 2008. It is expected that the present granting Foundation will provide a similar grant to the Project for 2009 and 2010.

Applicants must have at least 10 years of management experience, at least a Masters degree (or a Bachelors degree with equivalent relevant experience) and strong oral and written communication skills applicable in agency, research and corporate environments. A strong background in aquatic, marine or fisheries science is an asset. Additional knowledge, skills and abilities should include:

- A working familiarity with federal, provincial, state, First Nations, tribal and local governments and the federal and provincial/state legislative process, including an ability to interact closely with elected and appointed officials at all levels and conduct appropriately tailored meetings and briefings.
- Experience working with a Management Board and knowledge of Board governance systems.
- The ability to clearly communicate applicable scientific issues to both the scientific and broader non-scientific communities and to draw both traditional and non-traditional partners into the Project's efforts.
- Knowledge of donor/funder stewardship and modern fundraising principles and a proven record of fundraising ability.
- Strong project management, strategic planning and group facilitation skills.
- Ability to maintain strong and continuous communication with all internal and external partners and manage a small, geographically disperse staff in a collegial style.

Background material on the POST Project may be found at www.postcoml.org

EXECUTIVE DIRECTOR – PACIFIC OCEAN SHELF TRACKING (POST) PROJECT

This position is responsible for the overall implementation of the Pacific Ocean Shelf Tracking (POST) Project and serves as the lead for carrying out the Project's agenda and supervising day-to-day operations and communications. Responsibilities include, but are not limited to:

MANAGEMENT AND ADMINISTRATION

- Develop and implement strategies to secure additional sources of funding for the Project.
- Supervise and prepare reports to the Management Board and Committees detailing accomplishments, status of initiatives, and recommendations for necessary actions.
- Provide annual reports to the Foundations as per their requirements.
- Work closely with the Senior Scientist and the Scientific Management Committee to ensure that their activities are coordinated to meet deadlines.
- Manage geographically dispersed personnel in a team-oriented, collaborative style to support the goals and initiatives of the project.
- Work with the Research Program Coordinator to ensure budgeting, staffing, administrative and other operational needs are addressed in a timely and effective manner.

PLANNING AND IMPLEMENTATION

- Identify future budget needs and pursue possible sources of funding for those needs.
- Oversee the development and implementation of the annual workplan and budget for the Project.
- Provide leadership and supervision of workshops, training events, agreements for scientific research and professional services, and grants to researchers.

LIASON AND OUTREACH

- Work closely with all stakeholders to ensure that their needs are met and partnerships grow.
- Liaise with potential funding sources at all levels and conduct educational conferences and briefings as needed.
- Collaborate with the Senior Scientist in the presentation of information about the Project at conferences, workshops and symposia.

LEADERSHIP AND COORDINATION

- Serve as the spokesperson for the Project in cooperation with POST's Management Board and Senior Scientist.
- Professionally represent the Project and its objectives with all stakeholders, including government agencies, private Foundations, partner organizations, researchers using the POST array, the public and the media.
- Work collaboratively with all stakeholders to identify and make progress on issues of mutual interest.
- Provide leadership and support necessary for the day-to-day operations of the Project and coordination with partnering organizations and Foundations.
- Coordinate tasks and assignments among Board members, Committees (Executive Committee and Scientific Advisory Committee), staff, contractors and other interested parties. Attend all Management Board meetings. Attend all Committee meetings.
- Develop meeting agendas in cooperation with the Board Chair and staff, and help facilitate meetings of the Board and its Committees; provide summary reports as necessary.