



North Carolina  
Coastal Federation  
*Working Together for a Healthy Coast*

**November 8, 2023**

**Position Announcement  
Program Director (and Coastal Scientist) for Salt Marshes**

**To Apply:**

If you are interested in joining our dedicated team, please review our website to learn more about our ongoing work and programs and then email a cover letter, resume and three references to [nccf@nccoast.org](mailto:nccf@nccoast.org) (**no phone calls please**). In the cover letter, please outline your skills, abilities, and interest in the project manager position.

**Deadline to apply: November 19, 2023**

**Send Cover Letter and Resume by Email to: [nccf@nccoast.org](mailto:nccf@nccoast.org)  
Include "Salt Marsh Program Director" in email subject line**

**Job Description:**

**Job Title:** Program Director (and Coastal Scientist) for Salt Marshes

**Program:** Salt Marshes

**Position Type:** Full-Time, Exempt

**Working Location:** Federation Headquarters Office in Ocean, NC

**Salary Ranges for Program Director:** \$75,000 to \$124,000\*

\*Beginning salary is negotiable but will be below the upper ranges for this position. Upper ranges illustrate potential for future salary increases.

**Reports To:** Chief Program Director

**Summary:** The Program Director for Salt Marshes at the North Carolina Coastal Federation is a senior leadership role responsible for overseeing the strategic direction, management, and overall success of this area of program work. This position involves shaping the vision for the program, leading a team of professionals, and collaborating with internal and external stakeholders to advance the program's mission and objectives.

This Program Director position description outlines the leadership and strategic responsibilities associated with overseeing the Salt Marshes Program at the North Carolina Coastal Federation. The Program Director plays a critical role in shaping the program's direction, building partnerships, securing funding, and driving the achievement of programmatic goals while working closely with Projects Managers and other team staff to ensure successful project and program execution.



**Principal Responsibilities:**

1. **Strategic Leadership:** Develop and execute the strategic vision for the program, aligning it with the organization's goals and mission.
2. **Program Management:** Oversee all aspects of program operations, including planning, budgeting, implementation, and evaluation.
3. **Team Leadership:** Provide leadership, guidance, and mentorship to the Program Manager(s) and other team members, fostering a collaborative and high-performance work environment.
4. **Fundraising and Partnerships:** Collaborate with fundraising teams to identify funding opportunities, develop grant proposals, and cultivate donor relationships to secure financial support for program initiatives.
5. **Stakeholder Engagement:** Build and maintain strong relationships with partners, government agencies, community organizations, and other stakeholders to enhance program impact and collaboration.
6. **Project Oversight:** Ensure the successful execution of program projects and initiatives, including setting project goals, monitoring progress, and addressing challenges.
7. **Compliance and Reporting:** Ensure program compliance with all relevant regulations and reporting requirements, including grant reporting, environmental permits, and other obligations.
8. **Resource Allocation:** Allocate and manage program resources efficiently to achieve objectives within budgetary constraints.
9. **Advocacy and Public Engagement:** Advocate for the program's interests, engage the public, and raise awareness about salt marsh issues.
10. **Research and Innovation:** Stay abreast of industry trends, research, emerging technologies, and best practices to inform program strategy and initiatives.

**Required Competencies:**

1. **Strategic Vision:** Ability to develop and communicate a clear strategic vision for the program division.
2. **Leadership:** Strong leadership skills with at least 10 years' experience in team management and development.
3. **Program Management:** Proficiency in program planning, execution, and evaluation.
4. **Fundraising:** Experience in fundraising, grant writing, and donor cultivation.
5. **Stakeholder Engagement:** Excellent interpersonal and communication skills to foster partnerships and collaborations.
6. **Project Oversight:** Ability to oversee multiple projects, set goals, and monitor progress.
7. **Financial Management:** Budgeting and resource allocation skills to ensure fiscal responsibility.
8. **Environmental Knowledge and Ethic:** A deep understanding of coastal resource conservation and related issues. Strong personal environmental ethic.
9. **Advocacy:** Strong advocacy and public engagement abilities.
10. **Innovation:** A commitment to staying informed about emerging trends and innovative solutions in the field.

**Education and Experience:**

- Minimum of a master's degree in a related field, such as environmental science, natural resource management, or a relevant discipline.
- Ten or more years of progressively responsible work experience in program management, as well as conservation, or a related field.
- Demonstrated success in fundraising and grant writing.
- Knowledge of East Coast estuarine and coastal salt marsh systems is advantageous.
- Proficiency in using Microsoft programs (Word, Excel, PowerPoint), online research tools, GIS software, and related technologies.

*Equal Employment Opportunity*

*The North Carolina Coastal Federation is committed to equal opportunity in employment and values a diverse workforce and organization. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex,*

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*age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry or other status protected by law.*