

## **North Carolina Coastal Federation Job Description**

**TITLE:** Oyster Program Director

**CLASSIFICATION:** Full-time, Exempt

**RECRUITMENT RANGE:** \$75,000 to \$95,000, commensurate with experience

**LOCATION:** The Oyster Program Director will preferably be based in the North Carolina Coastal Federation's Northeast Office located in Wanchese, North Carolina. Considerations may be made for work in the Southeast Office in Wrightsville Beach, NC or at our Headquarters in Newport, NC.

**SUMMARY:** The Oyster Program Director leads the North Carolina Coastal Federation's oyster restoration and management efforts across coastal North Carolina. This position combines strategic program leadership with on-the-ground coastal science. The Director is responsible for developing and implementing projects that advance oyster restoration, policy, education, and community engagement. They supervise program staff, coordinate multi-partner initiatives, oversee project implementation, and help secure funding. The Oyster Program Director reports directly to the Chief Program Officer and plays a critical role in meeting the Federation's annual goals for habitat restoration and water quality improvement.

### **PRINCIPAL RESPONSIBILITIES:**

#### **Program Leadership and Management**

- Develop and implement annual program objectives and measurable benchmarks for oyster-related work.
- Manage and mentor program staff to deliver high-quality results aligned with strategic goals.
- Ensure timely and successful completion of all program deliverables, budgets, and reporting requirements.
- Conduct annual evaluations of oyster program staff in coordination with the Chief Program Officer.
- Ensure safe, efficient, and productive field activities related to oyster restoration.

#### **Restoration Project Implementation**

- Lead the design, planning, and execution of oyster restoration and related habitat enhancement projects.
- Monitor restoration outcomes and conduct necessary evaluations and adaptive management.
- Manage technical data.

### Partnerships, Engagement and Outreach

- Work with education and communications staff to engage volunteers, interns, and diverse communities in oyster-related initiatives.
- Represent the Federation in collaborative partnerships, coalitions, and public forums in oyster-related efforts.
- Work with the education and communications teams to share program updates and impacts through the Federation's platforms.
- Collaborate with development and grant-writing staff to identify funding opportunities, develop proposals, and manage grants for the oyster program.
- Track funding needs and maintain consistent, adequate support for projects and staffing.

### Additional Duties

- Complete other tasks as assigned by the Chief Program Officer and approved by the Executive Director.

### **COMPETENCIES:**

- Strong understanding of coastal and oyster restoration science and related policy issues.
- Excellent leadership, organizational, and strategic planning skills.
- Excellent written and oral communication skills, including clear writing to various audiences, presentation of scientific and persuasive information, development of materials, oral presentation and one-on-one meetings.
- Excellent public relations, interpersonal and listening skills.
- Exceptional planning and organization skills.
- Demonstrated ability to manage complex projects, with attention to detail.
- Proficient in GIS and standard software programs (Microsoft Office Suite, Excel, PowerPoint).
- Professional demeanor and ability to represent the Federation in all capacities effectively.
- Ability to work independently and collaboratively as part of a cross-functional team.
- Highly motivated, with exceptional professionalism, accountability, and personal integrity.
- Ability to work independently under pressure and time constraints, maintaining a positive and constructive attitude.
- Solid understanding of the Federation's work.
- Strong personal commitment to environmental conservation and community-based restoration.
- Comfortable conducting fieldwork and operating field equipment safely.
- Must possess a valid driver's license and be willing to travel.

**EDUCATION and EXPERIENCE:**

- Master's degree in marine science, ecology, environmental science, natural resources, or a related field (or bachelor's degree with at least five years of relevant experience).
- At least five years of professional experience in coastal habitat restoration, natural resource management, or similar work.
- Experience in project and staff management, grant development, and multi-participant coordination.
- Familiarity with oyster reef ecology, estuarine systems, and North Carolina's coastal environments and environmental programs strongly preferred.