



15 July, 2025

Position Announcement Oyster Program Director

Job Announcement

The North Carolina Coastal Federation is currently seeking an Oyster Program Director. The Federation is a non-profit organization that has worked since 1982 to protect and restore the coast through education, advocacy, and habitat restoration and preservation. This position will report to the Coastal Federation's Northeast office located in Wanchese, North Carolina. Considerations may be made for work in the Southeast Office located in Wrightsville Beach, NC or the Federation Headquarters located in Newport, NC.

Title: Oyster Program Director

Status: Full-time, Exempt

Recruitment Range: \$75,000 - \$95,000, commensurate with experience

Work Location: Wanchese, NC

Closing: August 8, 2025

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 outreach 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.
- Demonstrated success in grant writing.
- 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.

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 hr@nccoast.org (**no phone calls please**). In the cover letter, please outline your skills, abilities, and interest in the Oyster Program Director position.

Deadline to apply: August 8, 2025

North Carolina Coastal Federation - Headquarters
3609 Highway 24 (Ocean)
Newport, NC 28570
hr@nccoast.org

Equal Employment Opportunity

The North Carolina Coastal Federation is committed to equal opportunity in employment and recognizes the value of 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, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry or other status protected by law.