



## **National Estuarine Research Reserve Association Executive Director Job Description**

The **National Estuarine Research Reserve Association** (NERRA) is a national non-profit organization dedicated to the protection, understanding, and science-based management of our nation's estuaries and coasts. NERRA supports, advances, and represents the interests of the National Estuarine Research Reserve System (NERRS), a network of 27 protected areas established for long-term research, education, and stewardship. Through an effective partnership between NOAA and coastal states, the NERRS plays a critical role in sustaining the nation's estuaries and coasts. For more information on NERRA, please visit [www.nerra.org](http://www.nerra.org).

### ***Summary:***

The NERRA Executive Director manages the national office and carries out a broad array of duties, including policy development and advocacy, communications and outreach, partnership building, strategic planning, fundraising and grants management, and financial management. The position is located in Washington, DC and reports directly to the NERRA Board of Directors.

### ***Responsibilities:***

- Advocating on behalf of NERRA to Congress, the Administration, and NOAA leadership.
- Providing communications to NERRA's members on national coastal and estuarine policy and appropriations.
- Developing and sustaining partnerships with national public and private sector organizations to advance interests of the NERRS.
- Fundraising to support the organization and advance NERRS programs.
- Overseeing and managing several grants, contracts, and cooperative agreements. Conducting work on projects under a Cooperative Agreement with NOAA, including projects related to partnership building and advancing NERRS education and coastal training programs.
- Overseeing and conducting financial and administrative management of the organization.
- Providing organizational leadership and conducting strategic planning.
- Planning and conducting meetings for the Board of Directors and Executive Committee.

### ***Qualifications:***

- Demonstrated work experience and expertise dealing with coastal and estuarine issues.
- Self-starting and comfortable working independently in a small office environment.
- Exceptional verbal, written, and interpersonal communication skills.
- Ability to achieve consistent progress on multiple goals without daily guidance.
- Demonstrated effectiveness in building and sustaining partnerships.
- Experience in advancing legislation and appropriations initiatives in Congress.
- Experience in grant proposal development and management desired.

### ***To Apply:***

Please send cover letter, resume, and two writing samples in electronic format to Jaime Kooser, NERRA President and Manager of the San Francisco Bay NERR, at [jkooser@sfsu.edu](mailto:jkooser@sfsu.edu). Applications should include the subject title "NERRA executive director". The job will be open until filled; candidates that have submitted applications are still under consideration and do not need to reapply. Salary will be commensurate with experience and a benefit package will be available. NERRA is an equal opportunity employer.