

bay.org /bay ecotarium

DIRECTOR, The Bay Institute

POSITION SUMMARY

Established 33 years ago, The Bay Institute focuses on good science embedded in good environmental policy and advocacy through three program streams ranging from Rivers, Delta, Coast and Oceans. The Bay Institute is a division of Bay.Org. The Bay Institute full-time Director will lead TBI to the next phase of collaboration, innovation and expansion in line with our conservation mission from Sierra to the Sea and lead its efforts and bring about transformative change in the scope of its mandate. The position entails developing a new team of professionals, research grant prospects, respond to RFPs, develop learning materials, engage in field research, consult, publish and participate in testimonies that impact environmental policy and green and clean energy issues.

This position reports to the President and CEO of Bay.Org

This Position oversees all TBI Staff

PRIMARY DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS:

- Integral to the position is the ability to initiate and implement projects, supervise program directors, staff, consultants through life cycle of hire (recruitment through termination);
- Responsible for seeking \$3 Million of funding, grants, sponsors and adaptive technologies;
- Publications, policy, biological opinions, testimonies and acumen to communicate effectively with stake holders;
- While significant focus of the work has traditionally been aligned with the Bay Area and surrounding ecosystems, international and national positioning are certainly areas that could be engaged, explored and expanded.
- Tasks involve working closely with the Aquarium of the Bay, the Bay Academy, Education, outreach and strategic promotions at various levels.
- Ability to leverage and solicit fiscal and human resources along with other NGOs are critical to the position, including active grant writing and research.
- The TBI Director acts as the spokesperson for environmental issues facing the Bay Area both from a local and regional perspectives.
- As the project ecotarium unfolds, the TBI Director works closely with the President and CEO to provide content and interpretive input. Global alliances and setting up the CLIC certification (Climate Leadership Innovation Certification) international program in environmentally distressed parts of the world to harness and train future stewards and ambassadors of nature conservation and advocacy, offer significant opportunities for the right professional. Responsible for leading and managing TBI staff including but not limited to hiring, discipline and termination;
- Attendance to bay.org major events (for example: TBI Awards, bay.org annual gala, retreats and board meetings) is an essential function of the role;
- Work collaboratively with President and CEO and the organization's Senior Team;
- Attendance to regularly scheduled meetings including but not limited to TBI meetings, Director Meetings and all staff meetings.
- Adhere to deadlines of projects and deliverables.
- This position is based in the Bay.Org Administrative Offices.
- Primary staff member responsible for managing existing TBI initiatives to promote large-scale restoration of diked wetlands of San Francisco Bay as a "green infrastructure" strategy to combat sea level rise, sequester carbon and provide critical ecosystem services.

- Responsible for developing new TBI initiatives, in collaboration with Program Director and Lead Scientist, and implementing those initiatives, including engaging in existing state, federal and local programs to restore tidal and floodplain wetlands and other “green infrastructure” projects and policies in the Sacramento-San Joaquin Delta and along Central Valley rivers
- Responsible for cultivating and maintaining collaborative working relationships with diverse groups working to promote protection and restoration of wetlands throughout the Bay and its watershed
- Responsible for briefing local, state and federal decision-makers and the media about the urgent need to protect and restore wetlands
- Responsible for building broad public support for the mission of wetlands restoration
- Other duties as assigned

QUALIFICATIONS:

The ideal team member will be energetic, outgoing, and patient. To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS and ABILITIES:

- Ability to work independently with minimum supervision
- Ability to work as a member of a team
- Effective communication skills both verbal and written
- Strong speaking and presentation skills
- Able to demonstrate and create empathy with staff, board and colleagues
- Knowledge of wetland restoration issues, including ecology, land use, and government policy and regulations
- Experience working with landowners, other stakeholders and citizens on environmental protection issues
- Experience educating policy makers and media about environmental protection issues
- Strong ability to build consensus among individuals and organizations with diverse backgrounds and interests

EDUCATION and EXPERIENCE:

- The ideal candidate must have at least 5 years of active environmental work and or teaching experience,
- hold a Masters or PhD in a related field Minimum of 3 years of customer service and sales experience

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to speak effectively before groups and/or individuals

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with hands and arms, talk and hear. The position requires walking on concrete floors, wet, dirty, uneven surfaces and climbing stairs, standing, and intervals of time outdoors in varying environmental conditions. Must be able to lift 40 pounds.

Position Specifics:

- This is a full-time, 5 days a week, exempt position
- This position functions full time out of the bay.org administrative offices located along the Embarcadero and Beach Street in San Francisco, CA
- Evening, weekend and holidays may be required depending on needs of the organization
- Attendance to major events required as assigned
- Benefits include- medical, dental and vision eligibility period applies
- 3 weeks of paid vacation
- Ancillary benefits include- life insurance, commute stipend, cellphone stipend
- Attendance to conference and professional development available pending funding and approval by President and CEO

Please send cover letter and resume to vicki@bay.org