

The Indian River Lagoon Council

POSITION ANNOUNCEMENT EXECUTIVE DIRECTOR

Organizational Summary

The Indian River Lagoon Council (IRL Council) is an independent special district of the state of Florida with the mission of building partnerships to restore and protect the Indian River Lagoon (IRL) through implementation of a scientifically sound, community-based management plan. The IRL Council is the sponsoring agency of the Indian River Lagoon National Estuary Program (IRLNEP). The IRL Council, through the IRLNEP, coordinates implementation of *the Indian River Lagoon Comprehensive Conservation and Management Plan* (IRLCCMP) for lagoon restoration. The IRLCCMP serves as the blueprint for restoration of the lagoon as mandated under the Section 320 of the federal Clean Water Act.

The IRL Council Board of Directors is comprised of elected and appointed officials from four counties bordering the IRL, the Florida Department of Environmental Protection, and the St. Johns and South Florida Water Management Districts. The U.S. Environmental Protection Agency (EPA) also participates on the IRL Council for technical support. Funding is provided by Congressional appropriations administered through EPA, and through funding commitments from the other members of the IRL Council pursuant to an Interlocal Agreement. Per the Interlocal Agreement, annual commitments amount to \$1,450,000 from state and local sources. There is also approximately \$600,000 provided annually from the US Environmental Protection Agency. Revenue from the Indian River Lagoon specialty license plate supplements funding from the participating entities. Additional program information may be found on the IRL Council webpage, itsyourlagoon.com.

Position Summary

The Executive Director is a management position responsible for ensuring the efficient and fiscally-responsible operation of the IRL Council. The Executive Director serves at the pleasure of the Board of Directors of the IRL Council. This includes providing the supervision and appropriate oversight of the managers of technical projects, its public education and outreach initiatives, and its program administration function. The Executive Director will also be responsible for shaping and implementing the program's finance strategy and for developing sustainable funding sources from governmental and private sources.

Additionally, the Executive Director is responsible for elevating and maintaining the profile of the IRLNEP to increase the commitment to, and investment in, Indian River Lagoon management and restoration activities, and overseeing implementation and updating of the CCMP by directing program office activities and management conference engagement. The Executive Director is also responsible for overseeing the preparation and implementation of the annual work plan and budget in accordance with EPA guidelines; maintaining controllable expenditures within budget; and ensuring the quality of technical reports and outreach products produced by the program.

Initially the Executive Director will facilitate the Board of Directors in the development of a program office. The Executive Director will staff and manage the IRL Council with a professional and competent staff.

The Board may appoint additional committees or boards as deemed necessary to assist the IRL Council in the exercise of the powers and duties assigned to it by the Interlocal Agreement. The Executive Director will keep the boards, committees, funding partners, media, and stakeholders abreast of progress toward lagoon restoration goals and impediments to progress; document the actions of the IRL Council partners in implementing the IRLCCMP; ensure compliance with the terms of various grants and contracts; oversee implementation of the program's operating procedures and personnel policies and recommend appropriate amendments to those procedures and policies; and serve on boards and committees that further the efforts of the IRL Council partners to restore and protect the lagoon.

Skills/Knowledge and Experience

Candidates should possess most or all of the following:

Skills

- Proven organizational, analytical and administrative skills.
- Strong leadership and motivational skills to provide clear direction and keep the board and the program on track and accomplishing its goals.
- Excellent oral and written communications skills - ability to communicate effectively with and build consensus among diverse groups, committees and individuals with varying opinions.
- The ability to readily grasp the technical basis for the program's goals and actions and to communicate those concepts to policy-makers, lawmakers, the public, and the media in easily understood terms.

Knowledge

- Background in IRL science and ecosystem management, local conditions, history and issues.
- Knowledge of the principles of estuarine ecology and the factors affecting water quality in estuaries, especially the Indian River Lagoon.
- Understanding of and experience with Florida and its political landscape.

Experience

- Experience with successful fundraising in support of one, or more, federal, state, or private programs.
- Experience in preparing successful grant applications and with implementing diverse and stable funding sources for those programs.
- Experience in waterbody restoration or management programs.
- Experience in program management including project management, finance, budgeting, and personnel management.

Education/Experience

The position requires a graduate degree in environmental policy, environmental sciences, environmental engineering, environmental law, public administration, urban and regional planning or policy analysis and at least six years of progressively

responsible experience in successfully directing an environmental and natural resource management program with high visibility.

Compensation and Benefits

Salary: Commensurate with education, experience, and qualifications. Pension: The IRL Council is in the process to become a Florida Retirement System participant prior to the Executive Director's starting date. (www.myfrs.com)

Application Instructions

To apply electronically submit a cover letter, resume and a written statement describing your experience with national estuary, or similar programs or organizations. Please describe your fundraising experience, leadership and communication style, management experience, and any other skills or knowledge (including specific knowledge of the Indian River Lagoon) which you possess and which you believe makes you the ideal candidate for this position. Also, please provide your salary expectations. Application materials as described above shall be submitted as email attachments in pdf format and emailed to dbusby@sjrwmd.com. **Applications must be received no later than 2:00 P.M. daylight savings time on June 19, 2015.** No application will be accepted for consideration after that date and time.

A selection committee will review applications. Finalists will be interviewed by the selection committee at the offices of the St. Johns River Water Management District, Palm Bay Service Center, 525 Community College Parkway, S.E. Palm Bay, FL 32909. An offer of employment is contingent upon a background screening and successfully passing a drug screening.

The IRL Council is an Equal Opportunity Employer and a Drug Free Work Place

Note that the St. Johns River Water Management District is assisting the IRL Council with this recruitment. This position will be employed by the IRL Council and not the St. Johns River Water Management District.

IRL Council Staff Position Description

JOB TITLE: Chief Operating Officer (COO)

JOB TYPE: This position is an “at-will position”.

LOCATION: Indian River County, Florida

EMPLOYER: IRL Council, a special district of the State of Florida

GENERAL INFORMATION: The IRL Council, a special district of the State of Florida, seeks a highly dependable, motivated, energetic and professional individual for the position of Chief Operating Officer. Salary: \$75,000

JOB SUMMARY: This is an executive team leadership position with expectations of innovative and high-performance delivery of all aspects of the job. The COO provides comprehensive administrative and project management support to the IRL Council and the Indian River Lagoon National Estuary Program (IRLNEP). This position reports directly to the Executive Director and will serve as a Deputy Director in the absence of the Executive Director. This is a full time, salaried, executive-level position

The Candidate must have prior experience working with National Estuary Programs (NEP) and be familiar with U.S. Environmental Protection Agency policies for the administration of an NEP. The Candidate must have knowledge of and experience with the Indian River Lagoon, its human communities and its environmental assets. The Candidate must be detail oriented, well-organized, able to handle a fast-paced work environment, skilled at multi-tasking, outcome oriented, work well in a dynamic team environment and have exceptional interpersonal skills. If a qualified Candidate is available from within the IRL Council and/or IRLNEP, the position will be offered first to internal IRLNEP program candidates.

The IRL Council is an Equal Employment Opportunity/Veteran’s Preference/Drug-Free and Tobacco-Free Workplace.

Primary Job Responsibilities:

- Program administration and leadership. The COO position oversees all aspects of the day-to-day operations of the IRL Council and IRLNEP
- IRLNEP project management and program operations. The COO will work with the Executive Director to oversee annual Work Plan development, project administration, project management, field support, education/outreach support and compliance with all program policies and procedures
- Human Resources (HR manager, in coordination with Legal, keeping in compliance with our Personnel Policy, payroll point of contact for SDS)
- Budget (Budget director, coordinating support for budget development and compliance, Grant Administration, SDS primary point of contact)
- Board Support (provides coordinated Board support on matters outside the ED realm, works with Legal in keeping Board in the Sunshine)
- Committee Support (supports SAC/CAC/Finance/other committees, with coordination of other staff assignments)

- Other duties necessary to the success of the organization (possibly the most critical, as requires flexibility, motivation, and drive)

MINIMUM QUALIFICATIONS:

- Graduate degree in business, public administration, urban and regional planning, policy analysis, or a related field, and at least 10+ years of work experience
- Knowledge and experience in program administration, including project management, finance, budgeting, and personnel management
- Knowledge and experience with Florida Sunshine Laws
- Knowledge of the Indian River Lagoon and its communities
- Excellent oral and written communication skills

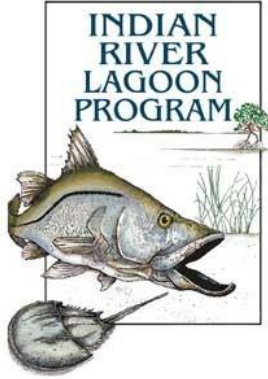
PREFERRED QUALIFICATIONS:

- Knowledge and experience with the following software programs: MS Office (Word, Excel, Power Point), One Note, Share Point
- Previous experience working with a public agency or state/local elected office
- Experience with website management and social media

TRAVEL & WEEKENDS: Occasional day travel throughout Indian River Lagoon Region as needed. Occasional overnight and/or weekend travel for events, conferences, training, and meetings with EPA and/or the Association of National Estuary Programs.

TELEWORK: Telework may be allowed in limited circumstances, provided such arrangements focus on the business needs of the IRL Council first, and are approved by the Executive Director.

HR TO PRE-SCREEN APPLICANTS FOR ELIGIBILITY: Yes. The IRL Council participates in E-Verify, an internet system that allows businesses to determine the eligibility of their employees to work in the United States.



Indian River Lagoon Council Staff Position Description

**JOB TITLE: ADMINISTRATIVE ASSISTANT &
COMMUNICATIONS DIRECTOR (AD-COM Director)**

JOB TYPE: This position is an “at-will position”.

OFFICE LOCATION: City of Sebastian, Indian River County, Florida

EMPLOYER: IRL Council, a Special District of the State of Florida

GENERAL INFORMATION: The IRL Council, host agency for the Indian River Lagoon National Estuary Program, seeks an experienced, dependable, motivated, energetic and professional individual for the position of **ADMINISTRATIVE ASSISTANT & COMMUNICATIONS DIRECTOR (AD-COM Director)**.

The Indian River Lagoon Council is an Equal Employment Opportunity/Veteran’s Preference/Drug-Free and Tobacco-Free Workplace.

SALARY: Base \$45,000. Negotiable based on demonstrated skills and work experience.

JOB SUMMARY: This is a multi-tasking position that integrates knowledge and skills associated with administrative management, communication/public relations and environmental conservation.

The position requires a candidate that is detail oriented, well-organized, able to handle a fast-paced work environment, skilled at multi-tasking, outcome oriented, works well in a dynamic team environment and have exceptional interpersonal, written and oral communication skills. This is a high public-visibility position that requires exceptional professional standards for public service and community engagement.

The AD-Com Director position will be supervised by and reports directly to the Chief Operating Officer of the IRL Council. The position will also have routine executive-level interaction with and direction from the Executive Director.

The AD-Com Director is responsible for 3 broad administrative and communication functions of the Indian River Lagoon Council (IRL Council) and National Estuary Program (IRL NEP):

- 1. Comprehensive administrative and program management support for the IRL Council/IRL NEP office.**
 - a. Provide high-level administrative support to the IRL Council and NEP staff.

- b. Provide support for meetings and events, including creating and distributing meeting invitations, agendas, teleconference information and other materials, as needed.
 - c. Liaison with IRL Council Board members and their representative staff.
 - d. Manage the day-to-day operations of the office and serve as the first community contact for the IRL Council and IRL NEP.
 - e. Receipt and route phones and messages.
 - f. Oversight for IRL Council/ IRL NEP senior staff calendars and scheduling coordination.
 - g. Organize and maintaining files and records.
 - h. Assists COO with processing of expense/travel reimbursement, requisitions, purchase orders, and purchase card reconciliations.
 - i. Prepare and edit correspondence, reports, grant proposals and presentations.
- 2. Management, direction and message alignment for all internal and external communications.**
- a. Coordinate IRLNEP outreach, public engagement and education activities throughout a 156-mile region spanning 5 counties to increase IRLNEP visibility.
 - b. Write press releases, fact sheets, articles for newsletters, talking points, digital presentations, develop flyers and other print, display and branding materials.
 - c. Develop and implement the IRLNEP social media program, including web development and content management and regular Twitter, Instagram and Facebook postings.
- 3. IRL NEP Management Conference coordination and IRL Council/IRL NEP office liaison to committees, task forces and volunteers**
- a. Partner with the IRLNEP Management Conference, grantees and external groups to plan, implement and evaluate outreach and education programming.
 - b. Work with agencies, organizations and community partners to develop in-school, field trip, and teacher training programs focused on providing STEM experiences in marine and estuarine ecology.
 - c. Manage special projects and conduct research.

MINIMUM QUALIFICATIONS:

- B.S. degree and 5 years relevant work experience or Master’s degree and 3 years relevant work experience in communications, public relations, marine biology, or a field related to environmental conservation and outreach.
- Demonstrated knowledge and success coordinating internal and external communications program planning and implementation.
- Demonstrated knowledge and experience delivering a strategic social media initiative, including Web development and content management, Twitter, Instagram, Facebook, YouTube and emerging media sites.

- Knowledge and experience in accounting, and office management.
- Knowledge and experience in program administration, including project management, finance, budgeting, and personnel management.
- Knowledge of the Indian River Lagoon and its communities.
- Excellent oral and written communication skills.
- Tech savvy with a demonstrated knowledge and experience with the following software programs: MS Office (Word, Excel, Power Point), One Note, Share Point.

ADDITIONAL PREFERRED EXPERIENCE:

- Prior experience working with National Estuary Programs (NEP) and familiarity with U.S. Environmental Protection Agency policies for National Estuary Programs.
- Knowledge and experience with Florida Sunshine Laws.
- Knowledge of and experience with the Indian River Lagoon, its environmental/human communities and issues.
- Experience working with local, state and federal elected officials and offices in Florida and/or Washington DC.
- Ability to conduct basic web-based information research.
- GIS knowledge and experience.

TRAVEL & WEEKENDS: Day travel throughout Indian River Lagoon Region as needed. Routine overnight and/or weekend travel for events, conferences, training, and meetings.

TELEWORK: Telework may be allowed in very limited circumstances, provided such arrangements focus on the business needs of the IRL Council first, and are approved in advance by the Executive Director.

HR TO PRE-SCREEN APPLICANTS FOR ELIGIBILITY: Yes. The IRL Council participates in E-Verify, an internet system that allows businesses to determine the eligibility of their employees to work in the United States.

APPLICATION REQUIREMENTS

- Cover Letter that addresses 3 questions: Who are you? What skills and experience do you offer the IRL NEP? Why do you want this job?
- Resume/Curriculum Vitae.
- List of 3 professional references and their contact information.
- Submit application package in PDF format via email to: sakuma@irlcouncil.org

APPLICATIONS MUST BE RECEIVED NO LATER THAN 2:00 P.M. ON MARCH 25, 2016