

**Project AWARE
Job Posting**



Position: Executive Director with Project AWARE Foundation

Location: Office in Rancho Santa Margarita, California

Project AWARE is a non-profit organization and a global force of divers working to protect the ocean planet in more than 175 countries and territories. The organization achieves its mission through direct conservation activities with divers and the dive industry, by actively working to develop and support conservation policies and legislation, and by engaging with science to solve ocean problems.

The Executive Director serves in a leadership role as the Chief Executive Officer of Project AWARE. He/she is responsible for implementing the policies of the organization as set by the Board of Directors and for implementing the financial, programmatic and administrative objectives of the organization. He/she is responsible for the development and oversight of global Project AWARE partnerships including alignment of global development and mission activities among Project AWARE international offices. The position requires strong management and communication skills, experience in development and fundraising, diving/dive industry experience, and knowledge and commitment to marine conservation. Some national and international travel is required.

This is an exciting job for an individual who has a background in non-profit management and a commitment to ocean conservation. A minimum of a Masters Degree and 5 years experience in non-profit management and development is required. Individuals with management experience and advanced degrees in science or environmental law and policy are also encouraged to apply. Project AWARE is guided by a Board of Directors and the Executive Director reports directly to the Board Chair. The position offers an attractive salary commensurate with experience and a full benefits package. The position is based at Project AWARE headquarters office, located in Rancho Santa Margarita, Southern California.

Overall Responsibilities:

- 1. Lead the planning and implementation of the strategic, programmatic, operational, and financial activities of Project AWARE in achieving its high order outcomes.**
- 2. Ensure Project AWARE Foundation is conducted in accordance with the laws and regulations of a 501(c)3 non-profit, public benefit organization and in accordance with the Foundation's bylaws and policies.**
- 3. Drive and develop key global partnerships and alliances to advance the mission and objectives of the organization.**
- 4. Ensure the alignment of global fundraising outreach and development policies & strategies to achieve long-term organizational sustainability.**

Global Responsibilities

- Drive the planning and implementation of the strategic, programmatic, operational, and financial activities of Project AWARE in achieving its high order outcomes.
- Attend Project AWARE Foundation Board of Directors meetings of various offices as required.

- Drive and develop key global partnerships and alliances to advance the mission and objectives of the organization.
- Ensure the alignment of global fundraising outreach and development policies & strategies to achieve organizational sustainability
- Represent the interests of Project AWARE Foundation in the media at national, regional and international government, academic, NGO and industry conferences, meetings, workshops, dive shows and special events.

Regional Responsibilities:

- Ensure Project AWARE Foundation is conducted in accordance with the laws and regulations of a 501(c)3 nonprofit, public benefit organization and in accordance with the Foundation's bylaws and policies.
- Ensures responsible business operations including
- Oversee the work and training of the staff and manage direct reports
- Oversee the fundraising and development strategy of the organization in order to maintain its sustainability
- Attend the Project AWARE Foundation Board of Directors meetings, as required, and support the Project AWARE Foundation's Board of Directors.
- Oversee the Grant Program to ensure alignment with the Foundation's Mission, Vision and focus and the legal requirements of the Foundation

Minimum Qualifications:

- Master's degree from a four-year college or university required.
- Four (4) years management experience including financial and personnel management.
- Has at least five (5) years of experience in non-profit business or institution.
- Development and fund-raising experience with a record of success.
- Experience in program development, social marketing or marketing, finance/budget management, strategic planning and organization development, particularly for a non-profit.
- Excellent human relations and communication skills and has worked internationally or with staff or clients located in a multiple countries.
- A strategic big picture thinker, a motivated self-starter, exceptional planning and organizing skills who is naturally curious and believes in continuous learning and development
- Experience with diving/dive industry required, including a working knowledge and a passion for various aquatic environments and issues.
- Excellent speaker and presentation skills
- PC literate: word processing, PowerPoint, spreadsheet, database, web research skills and is familiar with e-mail, Internet/Worldwide Web and social networks.
- Certified scuba diver.
- Willing to travel.
- Must be able to work in the U.S.

Desirable Qualifications:

- PhD preferred, but not essential, in public administration, policy, conservation biology or a related field.
- Team building capacity with an emphasis on aquatic/marine orientation.
- PADI Instructor credentials
- Speaks Spanish or Portuguese.

Compensation: Salary is commensurate with experience. Project AWARE offers generous benefits including health, dental and vision coverage for employees, 3 weeks paid vacation annually and a 401(k) retirement matching plan.

Deadline: Applications are accepted until position is filled.

Apply to:

Drew Richardson
Chairman, Board of Directors
Project AWARE Foundation

Those interested with the required experience can contact chairman@projectaware.org for the complete job description and to apply. Please submit applications and all documents electronically.

Visit Project AWARE Foundation's website at www.projectaware.org for additional details on the Foundation's environmental initiatives and activities.

Project AWARE Foundation, located in Rancho Santa Margarita, California, is a 501 (c)(3) nonprofit environmental organization dedicated to conserving underwater environments through education advocacy and action. In partnership with divers and water enthusiasts we are committed to protecting marine environments in 175 countries and territories of the world.