



## Job Description

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<b>Job Title:</b>	Global Director
<b>Reports To:</b>	PADI AWARE Foundation Board of Directors
<b>Location:</b>	USA (Remote and Office) - Rancho Santa Margarita, CA
<b>Date:</b>	November 2025

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### **PADI AWARE Foundation**

PADI AWARE Foundation® is a non-profit public charity that drives global ocean conservation through local action. PADI AWARE Foundation engages divers and people everywhere to take conservation actions that heal and protect the ocean planet both above and below the surface, further elevating and supporting PADI's vision to achieve balance between humanity and ocean. Backed by the power of the PADI® brand and supported by the world's largest global network of 6,600 dive centres and resorts and more than 128,000 professional members worldwide, PADI AWARE Foundation leverages the collective influence of divers and the dive industry to address key threats facing the marine environment including climate change, marine habitat loss and vulnerable species protection. PADI AWARE Foundation advances its mission and the PADI Blueprint for Ocean Action through underwater citizen science, public policy, education and community grants.

### **SUMMARY**

The PADI AWARE Foundation Global Director is responsible for global and regional charity operations and strategic objectives including the resources needed to ensure achievement of PADI AWARE's mission, PADI Blueprint goals and alignment. The Global Director will have overall strategic and operational responsibilities for PADI AWARE's staff, programs, brand and partnerships. With cross-office and cross-functional staff, collaborate and provide leadership to the global Senior Management Team, cultivate PADI AWARE partners and work with the Board of Directors to manage and improve overall finances and operations to further the mission of the organization.

### **GLOBAL RESPONSIBILITIES**

#### **Leadership & Operations:**

- Progress and steward the mission of the PADI AWARE Foundation, to drive local action for global ocean conservation.
- Ensure the advancement of the Blueprint for Ocean Action via the conservation objectives under PADI AWARE programs.

- Lead, train and develop the global, cross-office PADI AWARE Senior Management Team and direct reports, gaining organization alignment and ensuring leadership meet annual performance goals.
- Oversee the day to day and overall operations of the three global charities (UK, US, and Australia) with an emphasis on strategic analysis, planning and financial management for the organization.
- Ensure consistency and quality of PADI AWARE's administration, programs, fundraising and communications. Review and approve action plans and timelines for global teams including the annual roadmap.
- Identify new opportunities to leverage program strengths and address organizational challenges.
- Conduct regular Board of Directors meetings and provide ongoing proactive communication to the Board on pertinent business and program updates.
- In collaboration with the Board of Directors, ensure PADI AWARE is conducted in accordance with the laws and regulations of a 501(c) 3 nonprofit and in accordance with the Foundation's by-laws and policies in each region.
- In partnership with Human Resources and the Associate Director Programs & Operations foster and maintain a culture of collaboration, connection and accountability with global staff.

#### **Financial Management & Strategy Planning:**

- Oversee global strategic and annual planning processes including global collaboration, discussion, documentation and board approval.
- Lead and support organizational annual budgeting process for Board of Director's approval.
- Oversight of the development and fundraising strategy – guide and direct the Associate Director of Development to identify priority revenue channels, ensure global alignment and support for global success.
- Working with the Senior Management Team and Board of Directors, manage and report on global finances.
- Oversee accounting practices, review and analyze financial reports, guide global financial decision-making.
- Ensure completion of annual financial audit and year-end close for all three entities.
- Develop and implement a system for tracking and reporting on the progress of the global strategic plan, annual roadmap and budget.

#### **Communications & Marketing**

- Oversee the PADI AWARE brand – ensuring strength, visibility, placement and a unified brand voice.
- Deepen and refine all aspects of communications – including PADI AWARE's online presence and ongoing investment in digital advocacy, community mobilization and fundraising.

- Maintain relationships with technical providers, platforms and services including overseeing new contracts, scopes of work, functional briefs and completion of major technical developments.
- Represent the organization with the media, external partners and constituency groups, particularly at the international level with multinational alliances and NGOs.

#### **Development & Relationship Management:**

- Curate and cultivate new and existing partnerships with corporations, major donors and foundations to expand and secure revenue streams for the organization.
- Ensure sufficient resources to support successful partnerships globally and maximize synergies for revenue and program areas.
- Oversee PADI AWARE's partnership with PADI globally by cultivating relationships, managing partner initiatives and securing databases and funding channels.

### **QUALIFICATIONS REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and work well in a team environment. The requirements listed below are representative of the knowledge, skill and/or ability required.

- A minimum of 5+ years non-profit senior management experience in conservation
- Bachelor's degree (B.A. or B.S.) required, MBA preferred
- Track record of effectively leading local, regional and international scale performance and outcomes-based organization and staff
- Depth of knowledge developing operational strategies and taking an organization to the next stage of growth
- Business development experience with expertise in developing and managing high level NGO and corporate partnerships
- Excellence in organizational management and ability to collaborate and coach senior leadership, staff, develop and oversee high-performance teams
- Past success working with Board of Directors with the ability to cultivate board member relationships
- Strong marketing and public relations skills, fundraising experience and the ability to engage a range of stakeholders and demographics
- Excellent written and oral communication skills in English is vital; fluency in another language is desirable.
- PADI Scuba certified
- This position is US based, but travel is required between charity offices in UK and Australia as well as field work with global community. For applicants not based near the US office in Rancho Santa Margarita, travel is required when in-person meetings are needed.

### **PERSONAL TRAITS**

- Energetic and passionate about ocean conservation.
- Positive attitude, mission-driven, action-oriented and self-directed.
- Ability to work collaboratively with diverse groups of partners, staff and stakeholders

- Ability to handle multiple priorities and thrive in a high change, multinational, and virtual work environment
- Ability to build and maintain good working relationships with a variety of people from various cultures and socioeconomic backgrounds.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit at a desk and/or computer for extended periods of time during the day and, at times, scuba dive. The employee must have the visual ability for close vision and the ability to focus. The employee is frequently required to stand and walk.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. PADI AWARE Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.