



## **Director**

**Organization:** Coastal Quest  
**Position Type:** Full-time  
**Location:** Headquarters in Oakland, CA

### **Organization Description:**

Coastal Quest is a 501(c)3 nonprofit working collaboratively with communities to build a more resilient coast by increasing inclusive, science-based planning, governance, financing, and project implementation for a just, prosperous, and sustainable future. Coastal Quest works around the world, from white water to blue water, on lakes and shorelines, and at the land-water connection. We provide project management, science and technical expertise, connect partners with financial and human resources, contract management, grantmaking, and facilitation of public-private partnerships. We are purposefully nimble, designed to solve multifaceted and complex coastal issues. We are here to achieve resilience goals, reduce threats, and implement solutions.

### **Essential Functions:**

The Director will provide for Coastal Quest's work in our four program areas – Resilient Coastal Governments & Communities, Resilient Protected Areas and Parks, Protecting and Restoring Coastal Ecosystems, and Clean Coastal Water. The Director will lead and deliver on work - in coordination with the Coastal Quest team and our partners - to strengthen capacity and enhance coastal management for people and nature. The Director will lead and support the Organization as we grow and build innovative programs that tell compelling stories and enhance our impact in the coastal and climate space. This role involves overseeing and implementing existing projects and working with the Coastal Quest team and partners to grow additional projects in our program areas. The role involves being a representative for Coastal Quest. The Director will oversee and work on a wide range of projects and programs for the organization and will need excellent time management skills and the ability to manage multiple workstreams simultaneously. Although this position works on cross-cutting coastal issues, expertise in sea level rise adaption, water quality, restoration, blue carbon, and/or environmental economics and policy is appreciated.

The Director has outstanding leadership and development skills and the desire to help grow our team. They flourish in a collaborative, solutions-oriented, and nimble working environment and thrives in a position with wide variety of partners, clients, projects, and job responsibilities.

The main duties of the Director include, but are not limited to:

### **Development**

- Strategic planning and implementation.
- Growing and managing program areas and team.
- Developing and achieving financial and fundraising development targets.
- Cultivating new donors and project opportunities, including fiscally sponsored projects.
- Developing and implementing of winning proposals and reporting on impact.
- Representing Coastal Quest at meetings and providing thought leadership.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Coastal Quest's Mission.



### Programmatic Partner and Grant Work

- Performing partner and program/project area oversight (including scoping, work planning and budgeting).
- Managing programs and projects and ensuring delivery on time and budget.
- Performing projects tasks such as event and meeting planning, research, and writing.
- Present project findings and/or performing technical facilitation to various stakeholder groups, both informally and formally.
- Oversee and provide support fiscally sponsored projects and ensure they deliver on program and receive operational support.
- Performing and coordinating QA/QC to ensure that the quality of deliverable is of the consistently high standard necessary to show achievement when reporting on grant goals, targets, and deliverables and obtain more funding.

### Staff Development and Management

- Managing and developing junior- and mid-level staff to deliver programs and projects on time and budget.
- Contract and grant management and oversight.
- Communicate and coordinate with Operations Manager on project operational needs.
- Demonstrates leadership and upholds Coastal Quest's core values.

### Organizational Development

- Support Executive Director and Senior Director in developing culture and implementing systems to professionalize and scale organization.
- Builds a commitment to diversity, equity, inclusion, and justice in programs and organization.

### **Qualifications:**

- Possession of an analytical, strategic, and creative approach to problem solving.
- Ability to produce products in a timely fashion through collaborative processes.
- Strong written and oral communication skills and a working knowledge of all Microsoft Office programs, including Word, PowerPoint, and basic statistical functions in Excel.
- Strong project management experience, including managing contracts and federal and/or state grant agreements.
- Proven track record of writing winning grant proposals and delivering programs.
- Acts independently on assigned tasks and exercises independent judgements based on analysis, experience, and judgement.
- The ability to be a self-starter who assumes hands-on responsibility, balances competing priorities and deadlines, and demonstrates sound judgment and good problem-solving skills.
- Experience working with a diverse and inclusive audiences.
- Ability to manage sensitive and proprietary information with discretion and confidentiality
- Strong, personal commitment to realizing the mission of Coastal Quest.

### **Knowledge and Experience:**

- Interdisciplinary training in natural and social science, resource conservation and management, communications, and/or policy. PhD with at least 7 years relevant experience or MS/MBA with at least 10 years relevant experience.



- Significant area of expertise established related to Coastal Quest programs and strategies.
- Experience managing and leading a growing team.
- Experience reporting to a Board of Directors and managing up to leadership.
- Knowledge of, and experience working with, state and/or federal agencies and environmental regulations.
- Experience in managing complex or multiple projects and timelines, including staffing, workloads, contracts, budgets, and finances under deadlines.
- Preferred experience with running and facilitating meetings.
- Experience researching, critically analyzing, and evaluating information from divergent sources and compiling it into cohesive reports and recommendations for strategy and action.
- Experience in partnership development with business, nonprofit partners, community groups, and/or government agencies.
- Writing winning proposals and reporting on impact.
- Critical analytical thinking experience, including quantitative and analytical skills, problem solving, and adaptability.
- Multi-lingual skills and multi-cultural or cross-cultural experiences are appreciated.

**Application Instructions:** Please submit the following in 1 pdf to [info@coastal-quest.org](mailto:info@coastal-quest.org):

- 1 page cover letter and resume
- 1 writing sample
- 3 references

**Salary:** \$96,000-\$129,000 depending on qualifications and experience

**Benefits:** Competitive package, including health, eye, dental, 401k, paid time off, holidays and sick leave

**Closing Date:** March 31, 2022

**Location:** Headquarters in Oakland, CA, with hybrid remote work option

*Coastal Quest is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.*