

SEAFOOD HARVESTERS of AMERICA

JOB OPENING

BACKGROUND: Seafood Harvesters of America is a national non-profit 501(c)(4) organization whose members are commercial fishing organizations from Alaska to the Gulf of Mexico to New England. The purpose of the Seafood Harvesters is to ensure a plentiful and lasting seafood harvest for America through education, stewardship, and accountability in our fisheries.

TITLE: Executive Director

REPORTS TO: Board of Directors

OVERVIEW OF POSITION: The Executive Director serves as the chief executive managing all aspects of the Seafood Harvesters' operations and serving as spokesperson under the direction of the Board of Directors.

DUTIES AND RESPONSIBILITIES: The Executive Director has full authority and responsibility for managing the corporation and its affiliated charitable nonprofit organization. The Executive Director is responsible for all financial, administrative, fundraising and program responsibilities outlined below as well as all other duties required.

1. Manage member relations and recruitment.
 - a. Serve as liaison to all member organizations and perspective member organizations.
 - b. Maintain robust and regular communications with members to enhance their participation and experience.
 - c. Recruit new members.
2. Manage the Seafood Harvesters' communications. Serve as liaison and spokesperson with the media, government, industry, NGOs and the public across all communication channels.
3. Manage the financial operations of the organization and its affiliated nonprofit foundation.
 - a. Establish and enforce financial controls, reporting and audits.
 - b. Manage accounts under direction of the Board of Directors.
 - c. Prepare and monitor annual budget.
 - d. Prepare and monitor monthly financials.
4. Manage and participate in fundraising from associations, businesses, foundations, NGOs and other entities to finance all aspects of the Seafood Harvesters' operations.

5. Assist the Board of Directors, Secretary/Treasurer, Board Committees, auditors and others, as needed.
6. Manage the development and execution of the Seafood Harvesters' Policy Platform and policy activities, including identifying strategy, tactics, priorities and related planning and activities.
7. Staff all meetings of the Board of Directors, Board Committees, Member meetings and additional meetings, as needed.
8. Manage all employees, consultants, contractors, vendors and others providing goods and services to the Seafood Harvesters.
9. Manage all of the Seafood Harvesters' operations, including offices, equipment, online assets, insurance, payroll, human resources and all other necessary operations.
10. Maintain thorough and consistent communication with the Board of Directors in all matters relevant to the operation of the Seafood Harvesters, its members and fulfillment of its mission.

QUALIFICATIONS: The Executive Director shall have the following skills and experience:

- A. Able to manage a startup organization seeking to influence the public debate for the public good.
- B. Able to manage all aspects of financial operations, including sound budgeting, cash flow, recordkeeping, reporting, audits, accounts and all other activities to maintain financial integrity.
- C. Demonstrated knowledge and understanding of the policy issues that affect the well-being of the nation's fisheries and fishery resources, or similar policy area, and to creatively develop and implement policy activities that advance those policy issues.
- D. Demonstrated administrative and supervisory skills and experience. Experience in association or NGO management preferred.
- E. Demonstrated excellent oral and written communication skills.
- F. Demonstrated effectiveness and experience in fundraising.
- G. Demonstrated commitment to the Harvesters' mission and the value of its members.

- H. Able to facilitate small and large meetings in industry and policy settings.
- I. Demonstrated experience in using social media and a proven understanding of how to leverage it for effective communication and marketing.
- J. Demonstrated leadership in strategizing and coalition building. This includes ability to work with diverse organizations and individuals in the industry, NGO community, government, media and other sectors.
- K. Bachelor's Degree required; Graduate Degree preferred.

LOCATION: There is a preference that the Executive Director will reside in Washington, DC. Other locations will be considered together with a candidate's experience and other factors.

TRAVEL: The Executive Director will be required to travel overnight approximately fifteen times per year.

HOURS: Full time, salaried position

SALARY & BENEFITS: Commensurate with experience

CONTACT: Interested parties should contact Sydney Cook at Engage Strategies at scook@engagestrategies.com.