



## **JOB DESCRIPTION**

### **Director of Outreach**

#### **GENERAL DESCRIPTION**

The Director of Outreach at the Partnership for the Delaware Estuary (PDE) oversees the development and implementation of projects and programs to engage key audiences for improving the tidal Delaware River and Bay and its tributaries. The Director of Outreach is responsible for developing and implementing a multitude of diverse education and outreach initiatives to achieve the goals of the Comprehensive Conservation and Management Plan for the Delaware Estuary (CCMP). This is an exempt, full-time, salaried position.

#### **JOB FUNCTIONS**

**Program Management and Implementation:** Oversee and participate in the simultaneous implementation of a wide range of outreach initiatives with varying timelines, budgets and funders. These initiatives are comprised of events, educational materials, programs, demonstration projects, and collaborations. The source of funding ranges from government grants, non-profit foundations to corporate and individual donations. Provide communications and messaging to target audiences including, but not limited to scientists, teachers, schools, volunteers, and local rural and urban communities. Seek to employ new and better tools and techniques as they become available.

**Program Development:** Develop and evolve PDE outreach projects, programs and activities to reach target audiences with key messages and tools for preventing pollution and improving stewardship of Estuary resources, with measurable results. Develop partnerships and resources to support them.

**Supervision, Budgeting & Reporting:** Supervise a small staff of outreach professionals to maximize impact and grow their professional skills and experience. Oversee work planning and budgeting for a suite of programs, each of which incorporates multiple projects, components, and funding sources (about one-third of the organization's budget in total). Report on outreach progress and results to PDE leadership and funders.

**Organizational Leadership:** As a member of PDE's senior management team, the Director of Outreach develops and provides strategic direction for PDE's outreach efforts to achieve goals as outlined in PDE's Strategic Plan and the CCMP, responding to opportunities and changing needs among partners and target audiences. Actively engage in cross functional management discussions to lead PDE. Represent PDE at public speaking engagements, workshops, conferences, and on committees to advance outreach partnerships and opportunities.

## **REQUIRED SKILLS & EXPERIENCE**

- Bachelor's degree from an accredited college in a related field
- Advanced course work or other training, education, certification or experience demonstrating in-depth knowledge of education and outreach strategies and tools
- 5-10 years of full-time experience managing, implementing, and developing education and outreach programs, including experience in a supervisory role developing and managing staff
- Proven organizational and project management/coordination skills, including the ability to build and lead effective work teams and manage a diverse array of projects/tasks. Multitasking is a critical skill to accomplish the variety of goals with varying timelines, budgets and staffing resources.
- Experience implementing outreach projects/programs to improve water quality and stewardship of natural resources
- Good working understanding of environmental sciences and ecology, including general knowledge of environmental issues and natural resources of the Delaware Estuary region
- Experience managing committees and working with partners to implement projects/programs
- Excellent written and verbal communication skills, including the ability to communicate with diverse partners and audiences
- Superior interpersonal and leadership skills to collaborate tactfully and effectively with PDE partners and staff
- Experience developing, analyzing, holding expenses to program budgets
- Strong financial skills and attention to detail for reviewing invoices and employee timesheet allocation and for the tracking of expenses against budgets
- Good computer skills including knowledge of Microsoft Office suite and Google applications, including Gmail
- Valid United States driver's license and ability to travel to meetings regularly, in various locations throughout the Delaware Estuary region.

### **WORKING CONDITIONS**

Time spent in this position will be split between being in an office setting, attending and implementing meetings, events, and programs at other locations, including outdoors in natural settings (for example, in parks, along rivers and creeks, at farms). Occasionally, there may be tasks completed in a storage/warehouse facility. Work hours may shift dependent on project or program needs and staff or partner availability. This is a leadership-level salaried position that will periodically require work outside of the normal work day (9a.m. – 5p.m. Monday – Friday) and occasionally on a weekend day.

### **PHYSICAL REQUIREMENTS**

The incumbent should be able to lift 20 pounds. The incumbent should be able to sit and stand for at least 4 hours at a time.

### **REPORTING RELATIONSHIPS**

Reports to: Executive Director

Direct reports: 3-4 staff

### **HOW TO APPLY**

Please email a cover letter and resume detailing your interest and qualifications to [ndescano@DelawareEstuary.org](mailto:ndescano@DelawareEstuary.org) by May 5, 2017.