



Executive Director Gulf Shellfish Institute, Inc.

Background

The Gulf Shellfish Institute is seeking an Executive Director to lead our research organization. The [Gulf Shellfish Institute](#) (GSI) is a 501(c)3 non-profit corporation founded in 2015 and based in Manatee County, Florida. Its mission is to conduct industry driven, applied research that will lead to an increase in the production of bivalve molluscs for both economic and environmental benefit in Florida and throughout the Gulf of Mexico.

The Executive Director is responsible for overseeing the administration and strategic plan of the organization. Other key responsibilities include directed research, fundraising, marketing, and community outreach. The position reports directly to the [Board of Directors](#).

General Expectations

Board Governance: Works with the Board to fulfill the mission of GSI.

- Lead and represent GSI in a manner that supports and guides the mission as defined by the Board of Directors;
- Communicate effectively with the Board through regular meetings and provide information in a timely and efficient manner for the Board to make decisions

Financial Management and Viability: Develops and maintains resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising (grant proposals) and developing other revenues necessary to support the mission of GSI;
- Responsible for the fiscal integrity of GSI, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization;
- Manages fiscal operations within the approved budget to ensure maximum resource utilization and maintenance of the organization in a positive financial position.

Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through research initiatives, strategic planning and community outreach.

- Enhance and promote GSI visibility within the community;
- Collaborate and communicate with industry partners, trade organizations, researchers, and local, state and federal agencies.

Organization Operations: Oversees operations of the organization across all levels, including

- Hiring and retention of competent, qualified staff and contractors
- Administration of GSI operations
- Accountable for all notes, agreements, and other instruments made and entered on behalf of the organization.

Actual Job Responsibilities

1. Reports to the Board of Directors and seeks their involvement for GSI initiatives, policy decisions, fundraising and marketing;
2. Supervise and collaborate with GSI staff;
3. Planning, management and operation of organization budgets;
4. Serves as the primary spokesperson to stakeholder groups, including industry, research, management, media and the general public;
5. Fundraising, proposal writing, developing revenue and contract management;
6. Oversee marketing and other communications efforts;
7. Other duties as assigned by the Board of Directors.

Minimum Requirements

1. An advanced degree (M.S. or Ph.D) in fisheries, aquaculture, marine science, or related field;
2. Demonstrated success in writing research proposals, obtaining grant funding, and/or publishing results pertaining to shellfish (bivalve) aquaculture;
3. Willingness to report to and work closely with an established Board of Directors;
4. Ability to effectively communicate the organization's mission to donors, volunteers and the overall community (Strong written and oral communication skills);
5. Demonstrated ability to execute research projects, including associated field work, and collaborate with staff and project partners;
6. Strong organizational abilities, including planning, delegating, program development and task facilitation;
7. Strong financial management skills, including budget preparation, analysis, decision making and reporting;
8. References will indicate a strong work ethic with a high degree of energy.

Preferred Qualifications

1. Evidence of transparent and high integrity leadership;
2. High level strategic thinking and planning;
3. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.

Expected Starting Salary

\$50,000 - \$70,000

This job does not provide any benefit packages.

To Apply

Only persons with a valid, U.S. driver's license will be considered. Submit a cover letter, current resume, and contact information for at least three professional references to:

apply@gulfshellfishinstitute.org by November 30th, 2020.