



POSITION ANNOUNCEMENT

Director of Organizational Effectiveness and Operations

SeaWeb seeks a Director of Organizational Effectiveness and Operations to be based in its Silver Spring, Maryland office, just outside of Washington, D.C. This is a full-time exempt position with a generous benefit package. The start date is immediate.

ORGANIZATIONAL OVERVIEW:

SeaWeb is the only international, nonprofit organization exclusively dedicated to strategically communicating about ocean issues. SeaWeb uses the science of communications to fundamentally shift the way people interact with the ocean. To accomplish this important goal, SeaWeb convenes forums where economic, policy, social and environmental interests converge to improve ocean health.

SeaWeb transforms knowledge into action by shining a spotlight on workable, science-based solutions to the most serious threats facing the ocean. SeaWeb works collaboratively with targeted sectors and stakeholders such as journalists, scientists and industry to encourage and advance market solutions, policies and behaviors that result in a healthy, thriving ocean. By informing and empowering diverse ocean voices and conservation champions, SeaWeb is enabling a culture of ocean conservation. SeaWeb envisions a world where all people act on the belief that a healthy ocean is vital to human life and essential to a sustainable future.

POSITION SUMMARY:

The Director of Organizational Effectiveness and Operations provides leadership and oversight, management and supervision of SeaWeb's financial and operational, administrative, technical and human resources functions. The Director enhances the organization's internal organization processes and infrastructure to allow for growth and mission fulfillment. The position supervises the finance and operations team and reports to the President.

RESPONSIBILITIES:

Financial/Accounting Management – 50%

- Fiscal oversight: Develop strategies to achieve long-term financial goals; oversee the development and assesses financial reports to ensure organizational budget is effectively managed and met; develops and presents funding forecasts; monitors currency exchange rates to manage investments and transfer of funds between accounts; coordinates the Board's Finance and Audit Committee.

- Develops organizational budget: Creates a sound budget that achieves board approval and chart of accounts that meets reporting needs for funders and works within SeaWeb's organizational structure.
- Oversees organizational and programmatic budgets: Prepares timely and accurate analysis of organizational finances to ensure budget is met.
- Coordinates annual audit and prepares annual tax returns: works with external financial auditing company to conduct and deliver a positive audit and files timely and accurate returns.
- Prepares grants, financial reports and develops budgets; completes and submits financial reports and budget proposals to guide organizational program commitments by deadline.
- Oversees the month-end closing process, accounts payable, cash receipts and account receivable: enforces GAAP and other best practice performance standards, ensures timeliness of these processes.

Human Resources – 30%

- Develops strategies and processes for recruitment, orientation, retention, professional growth and support of a diverse staff: ensures policies are in compliance with legal and other requirements; assesses employment conditions, policies and procedures for consistency and equity; and manages all aspects of international human resources, employment agreements, and expatriate program.
- Oversees and monitors insurance and benefits programs including payroll and PTO, and files proper compliance returns (i.e. 5500).
- Ensures compliance with labor laws both domestically and internationally.
- Reviews and approves annual benefit contracts, ensuring adequate benefits are provided to employees, maintains proficiency on program to keep employees informed of changes.
- Conducts orientation of new employees and ensures that they have the tools and information needed to be successful in their positions.
- Manages transition for departing employees to ensure that they receive all required separation information and have the opportunity evaluate their employment at SeaWeb.
- Regularly updates SeaWeb's personnel manual and operations manual; ensures these documents are comprehensive and compliant with labor laws in all regions where SeaWeb has employees.
- Ensures operational infrastructure, systems and processes accommodate organizational growth.
- Directly manages the Finance and Operations team, interns and volunteers
- Develops and monitors employee performance and mentors staff.
- Oversees performance evaluation process for organization.
- Plans and oversees on-going in-service education for all staff and logistics of the all-staff advance.

Operations and Administration-20%

- Reviews and administers consulting contracts and corporate insurance policies, manages vendor relations and legal matters.
- Manages office leases and subtenants; negotiates reasonable lease terms.
- Ensures equipment, furniture and IT needs of organization are provided.
- Reviews corporate insurance policies to ensure adequate coverage.
- Works to ensure all office related needs are met to promote a favorable work environment.
- Responsible for oversight of Silver Spring office.

POSITION REQUIREMENTS:

- BA/BS degree in related field required, CPA, MBA or advanced degree in accounting or finance preferred.
- Seven years finance, human resources and office management experience with five years of supervisory experience.
- Strong financial management and budget development skills and familiarity with foundation and government funding requirements.
- Computer literacy, knowledge of Microsoft Office; experience with accounting software, proficiency in Excel and knowledge of donor and contact databases; knowledge of Microsoft operating systems.
- Knowledge of applicable labor law and filing requirements of various states and countries; ability to research labor law provisions in new areas as required.
- Excellent oral and written presentation skills with ability to present budget and financial information with clarity so that it can be understood by a wide variety of audiences and stakeholders.
- Strong interpersonal skills, team spirit, tact and ability to maintain confidentiality for human resources and operations matters.
- Ability to manage many tasks simultaneously and prioritize duties and handle sensitive matters with discretion, exercise good judgment and maintain high ethical standards.
- Ability to create and implement new administrative policies and procedures as needed.
- Creativity in designing staff development activities to enhance SeaWeb as a workplace and build staff morale.

To apply: Please submit letter of interest, resume and three references to rpillai@seaweb.org with **Director of Organizational Effectiveness and Operations Position Application** in the subject line. Please include salary requirements in the letter of interest. Applications will be accepted until position is filled. No phone calls please.

Applications are strongly encouraged from candidates reflecting diverse educational, cultural and experiential backgrounds. We encourage applications from women, people with disabilities, people of diverse ethnic, racial, religious and socioeconomic backgrounds, educational and work experiences, geographic and national origins, sexual orientations and ages.

SeaWeb is an equal opportunity employer.

For more information about SeaWeb, visit our Web site at www.seaweb.org