



<https://mbstp.org/>

Santa Cruz, CA

JOB OPENING

MBSTP Genetics Conservation Hatchery and Recovery Program

Executive Director

Job Description

This position offers a unique opportunity to make a real difference in salmonid recovery on the CA Central Coast. Applicants need to be outgoing, have excellent communication skills, and be passionate about the Mission. Must be adept at information handling using email, word-processing, spreadsheets, digital filing and file sharing technologies, presentations, meeting management, and have perceptive and diplomatic human relations skills. Must maintain a professional image and seek opportunities to promote the MBSTP Mission. Specific experience/education in fisheries biology, or fisheries management, specifically for salmonids strongly preferred.

The Executive Director will oversee all operations, administer grants, research and write grant applications, and research new grant opportunities. Additionally the ED would be responsible for permit coordination, application, amendments, and updating, as well as document generation for planning and compliance. The ED would also oversee bookkeeping, payroll, and taxes, manage employee relations and contracts, manage and oversee contractors, and oversee facilities maintenance and management. Research the adaptation of program elements to changing conditions (advise adaptive management). Research systems development related to program or facilities development. Oversee cost engineering and financial aspects of project management. The ED will systematically confirm that reporting requirements are met, and acquire photo images when needed. ED will coordinate, and facilitate, needed meetings.

The ED would also engage substantially in development work to promote knowledge and support of the mission and specific methods of the Project, with the intention to promote donations, membership, and volunteerism. Fundraising will be an essential part of the job. To that end, the ED will manage the website and social media content and function, produce two newsletters per year, and produce one membership meeting per year. The ED should also look for new and

creative ways to promote the organization, partner with other nonprofits on projects and fundraising, and add smaller more frequent fundraising events.

The ED will report to, and take direction from the board of directors. The ED will work closely with the Board Chair and Administrative Coordinator who will be the primary oversight contact, for direction, guidance, and ED activities reporting. The ED will maintain a close relationship with a hatchery staff of two.

Minimum qualification: BS (MS, or PhD preferred) and three years experience in fisheries biology and/or management. Alternatively, three years experience as nonprofit executive director, with strong salmonid fisheries biology knowledge base.

Salary to be commensurate with qualifications and experience.
Benefits package will be included.

Send enquires, introduction, and CV to: Chair@mbstp.org