UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Coastal Resources Center/International Operations

DIVISION: Academic Affairs (GSO)

REPORTS TO: Director, Coastal Resources Center

GRADE: 14

SUPERVISES: Professional Staff of Communications & Training Units & Administrative Staff

BASIC FUNCTION:

Direct the Center’s internal and external communications, training, management information services, business and administrative services. Direct the Center’s strategic planning and development functions. Initiate and direct a Center-wide cross-cutting program in linking Gender-Population and ICM.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Act as the primary point of contact for CRC major funders including USAID/Washington.

Direct the transition and close-out of CRC’s Cooperative Agreement with USAID/Washington.

Lead the Center’s strategic planning effort, including assisting CRC’s senior management and program and technical teams to identify potential new CRC programs. Direct these teams in prospecting for new funding, and in the development of successful proposals.

Lead the development and implementation of the Center’s fundraising strategy to include targeting of government, international banks, and private donors. Liaise with the University’s Development Office and the URI Foundation.

Lead the CRC directors in the cultivation and management of the Center’s Advisory Group.

Supervise the formulation and execution of CRC’s external relations strategy, including communication with the press and external donors.

Supervise the preparation, production and dissemination of all Center publications.
Oversee the development of in-house capabilities in state-of-the-art communications technology.

Direct the Center’s management information systems unit in the maintenance, upgrade and staff training in technology which will facilitate efficient communication among both internal and external audiences, and in the technical assistance to field programs in areas such as geographic information systems and sophisticated databases.

Develop and oversee a strategic plan for the next generation of training programs.

Supervise the design of international training courses and the production of associated materials.

Convene a core group consisting of home-office and field staff to conceptualize, launch and direct a major new stream of work for CRC’s innovative cross-cutting initiative on population, gender and coastal management.

Design training needs assessment surveys, oversee their application, and the development of responsive interventions for internal and external clients.

Lead the development of in-house trainers in the design, implementation, and materials development of regional and site-specific courses.

Identify opportunities for collaborative training programs and initiatives with external international partners.

Support the Center’s director in the development of an international coastal management curriculum initiative.

Lead the implementation and refinement of CRC’s strategic plan.

Oversee the administration of CRC field offices/projects worldwide, including those in Kenya, Zanzibar, Ecuador, Mexico, Indonesia and Sri Lanka.

Liaise with international donors and other funders on the financial and administrative aspects of CRC.

Develop and supervise a CRC human resources management system, including policies and procedures for all CRC staff.

Direct the Center’s business management functions. Supervise the CRC Business Management Officer in strategic elements of the Center’s financial/administrative systems, including electronic systems for financial tracking and revenue projection.

**OTHER DUTIES AND RESPONSIBILITIES:**

In the absence of the Director and the Associate Director, assume responsibility for the direction of the Coastal Resources Center.

Perform other duties as required.
LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions, but travel to developing nations is required.

QUALIFICATIONS:

MBA, MPA or equivalent advanced degree is required as are the following: at least seven years of experience in communications, fundraising, training, and management for similarly-scaled, growing program or organization in the field of international development; demonstrated ability to design strategic plans for communications and training, and for overseeing the implementation of such plans; experience in proposal writing, budget development, and donor relations; demonstrated ability to supervise diverse professional staff and consultants as individuals and as teams, resulting in high quality products and services; demonstrated ability to design and implement human resources development programs for internal staff; proven ability to work effectively with professional, technical, and administrative staff, funders and other clients; familiarity with state-of-the-art communications technology, proposal preparation, management information systems and human resource management systems; excellent writing, speaking and facilitation skills; ability to travel nationally and internationally.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.