UNIVERSITY OF RHODE ISLAND  
Position Description  

TITLE: Manager, NBC/Science Communications and Metcalf Institute  
DIVISION: Academic Affairs (Graduate School of Oceanography - OMP)  
REPORTS TO: Director, Office of Marine Programs  
GRADE: 13  
SUPERVISES: Marine Research Associates and Specialists, Marine Research Assistants, Consultants, Graphic Designer, Web Specialist, Journalism Fellows, Outreach Scientists, Graduate Students, Undergraduate Students, Interns  

BASIC FUNCTION:  
Serve as the Executive Director of the Metcalf Institute for Marine and Environmental Reporting and envision and write proposals to support all program activities and staff, and administer, manage, plan, organize all projects and activities associated with the Metcalf Institute, a marine and environmental journalism program based at the University of Rhode Island Graduate School of Oceanography (GSO) and managed through the Office of Marine Programs (OMP). Projects include the Annual Workshop for Journalists, the Grantham Prize for Excellence in Reporting on the Environment, and other funded projects and activities of the Metcalf Institute. Serve as the Metcalf Institute liaison between GSO and OMP administration and URI faculty, researchers, and graduate students, as well as the Metcalf Institute Advisory Board, the public, and the broader scientific and journalism community.  

ESSENTIAL DUTIES AND RESPONSIBILITIES:  
Develop ideas and serve as PI for proposals to fulfill the Metcalf Institute mission and foster and cultivate positive relationships with government and non-governmental funding agencies, individuals private and corporate foundations, organizations, and other entities to which proposals for funding can be submitted. Assume overall responsibility for securing financial support for all Metcalf Institute initiatives and staff, writing and submitting proposals, and cultivating and soliciting private/foundation/corporate funding sources for endowment, program-specific, and/or annual giving support.  

Oversee all fiscal management, budgeting, contracting, and reporting activities related to Metcalf Institute funds managed through the URI Foundation as well as the URI Office of Research and Grant Accounting.  

Supervise program assistants, consultants, graphic designer, web specialist, and student employees and interns.  

Work in collaboration with the Metcalf Institute Science Director, Journalism Director, Office of Marine Programs Director, and Advisory Board Chair to plan and organize Executive Committee and Advisory Board agendas and meetings; review board member nominations and maintain board relations; develop program agendas and priorities; and facilitate networking with the broader science and journalism communities.
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Oversee the Annual Workshop for Journalists. Carry out strategies for advertising and recruiting annual fellowship applicants, review applications, and select and award annual fellowships. Organize annual lecture series, oversee promotion of lectures, and integrate lecture series with cultivation activities.

Administer the Grantham Prize for Excellence in Reporting on the Environment. Carry out and coordinate all activities including prize promotion and publicity, juror selection, juror review schedules, receipt and cataloging of entries, selection of annual finalists and winner, announcement of awards, and awards events, symposium, and other dissemination activities.

Manage and administer all other funded projects of the Metcalf Institute and assist the OMP Director in developing and implementing short- and long-term planning and fostering science communications activities.

Work with marine and environmental faculty and scientists from URI and beyond, as well as the broad journalism community, to create opportunities for educational opportunities for journalists/editors, scientists and the general public, including presentations, lecture series, workshops, training programs, panel discussions, seminars, and symposia.

Attend meetings and develop presentations and sessions for national journalism and science societies and organizations and serve as an active member of professional organizations in furtherance of the Metcalf Institute mission.

Publicize and promote Metcalf Institute programs via a wide range of print and electronic media outlets and maintain personal communications with and links to national and international journalism professional associations such as the Society for Environmental Journalists and the National Association of Science Writers.

Develop, write, edit, and publish all print materials, web content, and correspondence for the Metcalf Institute including brochures, posters, press release materials, letters, proposals, articles, and documents.

Create and maintain electronic communications vehicles including a public Metcalf website and listservs for Metcalf colleagues, program participants, program applicants, and advisory board members.

OTHER DUTIES AND RESPONSIBILITIES:

Disseminate the results and products of programs.

Serve on University and national committees.

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

U.S. Passport, valid driver's license and provide own transportation to work sites, use of personal computer and peripherals, word processing, database management, spreadsheet software, and knowledge of web-access capabilities.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

Master’s degree or Ph.D. in marine or environmental science required. Minimum of five years of academic science research or environmental policy experience and a track record in communicating environmental and science issues to broad audiences required. Demonstrated understanding of and experience in working with professional development programs for science journalists required. Must have progressively responsible supervisory or management experience. Demonstrated ability to represent the University and Metcalf Institute to funders and external journalism and science audiences is required. Proposal writing and success in obtaining funds and administering budgets is preferred. Must be able to work effectively with diverse groups on multiple projects and possess excellent writing, communications, and public speaking skills.

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