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Position#: (NUNC) (E) 6870
Developed by: LH; AP; JPW
Reviewed by: SG; DLJ, LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Coastal Resources Center
DIVISION: Academic Affairs (Graduate School of Oceanography/CRC)
REPORTS TO: Director, Coastal Resources Center
GRADE: 14
SUPERVISES: Professional, Technical, & Support Staff

BASIC FUNCTION:

Provide strategic leadership and direction to the Coastal Resources Center (CRC) to build and manage the organization's administrative structure. Support CRC's philosophy and core values to facilitate the achievement of its short and long-term goals. Play a key role in CRC's ongoing strategic planning process and enhancement of CRC's infrastructure to maintain and deepen its leadership role in coastal management and governance. Primary responsibilities include administrative support services, human resources management, management information systems, communications, budget development, and fundraising.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct the development, evaluation, implementation, and maintenance of administrative and financial systems and policies for maximum efficiency and effectiveness of Center-wide operations.

Oversee the development, analysis, and dissemination of Center-wide annual financial overviews, and provide *ad hoc* financial and administrative analysis and reporting, as needed.

Establish policies and implement systems which safeguard the integrity of the Center's financial and administrative operations. Oversee periodic organizational (vs. program-specific) external audits.

Provide a direct managerial role in the administration of large complex international projects, including project set-up and close-out, financial and administrative oversight for day-to-day operations, audits and standard operating procedures.

Act as direct liaison in setting up URI Foreign Branch Offices internationally, including administrative, fiscal, legal and compliance operations.

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Direct the human resource management and development functions of the organization in accordance with authorized University of Rhode Island and Center-specific personnel policies and procedures. Serve as the primary CRC liaison to the University's Human Resources Office and other relevant offices regarding personnel-related issues.

Participate in long-range employee goal setting, recruitment and retention to meet CRC's strategic planning goals.

Ensure that the Center's mission, programs, products and services are branded with a strong, consistent, positive image to relevant stakeholders including clients, collaborators, and donors.

Oversee annual and strategic planning for the Center's internal and external communications and social media programs.

Collaborate with CRC's communications and management team on the design of key marketing publications, materials, and special events. Where appropriate, contribute content to said publications, materials, and events.

Oversee the development, coordination, and maintenance of management information services which support the Center's programmatic, financial, and administrative operations, including linkages between the Center's university-based headquarters and its remote site field offices and/or field-based partners.

Oversee the annual strategic planning of the Center's management information services and assess technology needs for systems, hardware, and software; develop annual and program-specific plans, policies, and budgets for same.

Lead CRC's fundraising goal-setting, research, planning, donor development, grant writing, and implementation efforts in partnership with the CRC leadership.

Serve as chief development representative for the CRC, providing funding reports to the appropriate University development offices and external funders.

Oversee systems design and implementation of fundraising records, documentation, and finances.

OTHER DUTIES AND RESPONSIBILITIES:

Contribute to the development, internal review, and editing of proposals.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; 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:

REQUIRED: Master's-level degree (e.g., MBA, MA, MS); Minimum of seven years of progressively responsible financial and administrative management expertise; Demonstrated fundraising and donor development experience; Demonstrated grant writing experience; Demonstrated familiarity with management information systems (MIS); Demonstrated familiarity with human resources management (HRM) system development and implementation; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated negotiating skills; Demonstrated ability to work with diverse groups/populations; and, Willingness to engage in both domestic and international travel.

PREFERRED: Minimum of seven years of progressively responsible financial and administrative management expertise in a higher education, government, non-profit or related field.

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