

Job Code:.....100285A  
Position#:.. (PSA) (E) 6156  
Developed by:.....JPW  
Reviewed by:.....LK  
Approved by:.....LK  
Date:8/90,5/94,3/96;1/19

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Associate Coastal Resources Manager  
**DIVISION:** Academic Affairs (Coastal Resources Center)  
**REPORTS TO:** Director, Coastal Resources Center (CRC)  
**GRADE:** 16  
**SUPERVISES:** Professional, technical and other support staff

**BASIC FUNCTION:**

Responsible for the overall management and implementation of at least one domestic field program (topics and regions to vary over time). Provide technical assistance on an as-needed basis to other CRC international and domestic programs. Develop strategic plans, annual workplans and budgets for selected field programs. Supervise other staff, interns, and graduate students involved in field projects assigned to this position. In coordination with the Center's directors, and in conjunction with the URI/GSO development officer, lead fund-raising efforts for selected areas of the Center's domestic portfolio. Provide substantial technical work of an advanced and independent nature and assume budget and administrative responsibility for national, regional and local coastal and watershed management efforts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide coastal management leadership of selected aspects of CRC's US field programs with emphasis on Rhode Island coastal waters and watersheds. Projects in Rhode Island will include leading projects that contribute to CRC's climate adaptation and coastal resilience portfolio and project management of ongoing efforts related to the Rhode Island Shoreline Change Special Area Management Plan and Coastal Environmental Risk Index (CERI.)

Conduct research, gap analysis, and provide recommendations for further research for projects in Rhode Island, the Northeast, and the United States.

Identify and lead other opportunistic initiatives, as the need arises, that will continue to keep CRC on the cutting edge of coastal resilience work (examples may include performance evaluations and certification mechanisms to advance organizational development, merging rigorous vulnerability assessments with organizational capacity in a variety of contexts).

Serve as a technical expert/advisor to selected topical teams within

other CRC projects and initiatives (examples include but not limited to issues of climate change vulnerability, impacts, and adaptive measures for coastal areas at neighborhood, municipal, state and regional scale; and individual and institutional capacity to address coastal hazards and other critical issues at hand).

Assess opportunities and, where practical, design and co-deliver responsive regional, state, local, and program-specific training courses and public workshops for relevant stakeholders and the general public.

Identify and lead relationship and proposal development for funding opportunities for the Center, including but not limited to, continued funding of domestic field projects lead by this position-with a focus on diversifying the funding sources to include non-Sea Grant donors.

Develop research proposals, write technical reports, and contribute to professional papers in collaboration with researchers within URI and other institutions for publication reflecting Rhode Island and National Sea Grant projects.

Define proposals for extending and strengthening CRC's US field program portfolio.

Prepare and manage work plans, budgets and progress reports to meet CRC, Sea Grant, and other funder requirements.

Organize and attend professional conferences and workshops, both nationally and locally.

Provide responsive support to the CRC US program in the areas of climate change vulnerability, coastal hazards, resilience and adaptation of coastal communities, shoreline public access, and renewable energy initiatives.

Instruct and supervise graduate students and others in-project efforts.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Assist in the improvement and standardization of CRC's Office Standard Operating Procedures.

Represent the Center as directed at professional meetings and forums.

Participate in meetings and conferences with granting agencies and other relevant organizations.

Assume budget and administrative responsibility and serve as Principal Investigator (PI) for future proposals.

Perform additional duties as required.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Valid driver's license. Ability to apply multiple computer applications to projects, including word processing, desktop publishing, database

management, computer aided design and graphics, statistical software, and GIS applications.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in environmental science, planning, landscape architecture, and/or marine policy or related discipline; Minimum of ten (10) years professional experience working in not-for-profit planning, and/or environmental and/or educational organization; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated computer skills; Demonstrated experience interacting with government agencies and the public sector; Demonstrated proven track record of public speaking experience; Demonstrated ability to write proposals, manage budgets and manage the administrative requirements for grants; Demonstrated ability to develop workplans and scopes of work; Demonstrated ability to facilitate workshops and organize networks of stakeholders; Demonstrated supervisory experience; and; Demonstrated ability to work with diverse groups/populations. Must be able to travel extensively to attend week-long workshops and conferences throughout the nation and have own transportation to travel in-state to attend weeknight and weekend meetings.

**PREFERRED:** Demonstrated background in community/regional planning and experience with landscape design, zoning, and/or regional planning; American Institute of Certified Planners (AICP) certification secured for more than ten (10) years; Demonstrated proficiency with GIS software applications; and, Demonstrated success in grant writing and project management.

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