



# MARINE DEBRIS FOUNDATION

## Marine Debris Foundation Executive Director

Remote, USA



## Background

Our ocean is filled with items that do not belong there. Anything human-made and solid can become marine debris once lost or littered in these aquatic environments. Huge amounts of plastics, metals, rubber, paper, textiles, derelict fishing gear, derelict vessels, and other lost or discarded items enter the marine environment every day. Once they are in the environment, these items may never fully go away.

On December 18, 2020, the enactment of the Save Our Seas 2.0 Act (P.L. 116-224) established the Marine Debris Foundation as a charitable and nonprofit organization. The purposes of the Foundation include encouraging, accepting, and administering private gifts of property for the benefit of, or in connection with, the [activities](#) of the National Oceanic and Atmospheric Administration (NOAA) under the Marine Debris Act, 33 U.S.C. 1952, and other relevant agencies; conducting activities that will augment NOAA's efforts to address marine debris; participating with and assisting other governments, entities, and individuals in addressing marine debris; and supporting other activities related to marine debris.

The inaugural Board of Directors for the Foundation was appointed in April 2022, and represents diverse points of view relating to the assessment, prevention, reduction, and removal of marine debris.

## Position

This is an opportunity for an experienced and visionary leader to help shape the trajectory and success of a new foundation. The Executive Director is responsible for establishing and managing the basic operations and administration of the Foundation, developing a strategic vision and fundraising plan, and working in collaboration with the Board of Directors to shape the organization. The Executive Director is also responsible for hiring any additional staff and reports directly to the Board of Directors.

The Executive Director will plan, implement, and evaluate comprehensive activities to raise, acknowledge, and administer gifts from the private sector, nongovernmental organizations, and local, state, federal, and international governments. The Executive Director should have extensive experience with philanthropic management and development, demonstrated success in fundraising, and the ability to assist the Board in developing a strategic vision and program of work.

The Executive Director must be able to cultivate, build, and maintain strong relationships with a wide range of partners and leaders including nonprofit executives, federal agencies, Members of Congress and other elected leaders, tribal governments, community partners, academia, and funders. The Executive Director should be a champion for advancing

diversity, equity, inclusion, justice, and accessibility in the work of the Foundation and in addressing the issue of marine debris.

## Responsibilities

### Develop and Implement Fundraising Strategy

- Develop a fundraising strategy that targets multiple potential streams of revenue, including federal grants, the private sector, individual donors, and other philanthropic funders.
- Cultivate funder relationships and pursue philanthropic support for new programs. Meet with donors and prospective donors to create and foster relationships.
- Develop compelling funding proposals and budgets for a variety of different audiences, including individuals, businesses, foundations, and government sources.

### Develop Strategic Vision and Program of Work

- Develop a strategic vision and establish objectives for the Foundation based on goals and budget considerations agreed upon by the Board.
- Develop a program of work that will allow the Foundation to remain nimble and flexible, with scalable capacity and staff.

### Establish and Grow the Position and Visibility of the Foundation

- Be a respected leader representing the Foundation locally, regionally, nationally, and internationally. Represent the Foundation in public and in key fora, including international bodies, public and private events, public hearings and panels, and grantee events.
- Establish relationships with federal agencies and non-federal partners, including nonprofit organizations; local, state, and tribal governments; academia; international bodies; and the private sector.
- Establish the Foundation as a leader in advancing diversity, equity, inclusion, justice, and accessibility, as related to its work and the issue of marine debris.

### Develop and Implement External Grantmaking Program

- Oversee the grantmaking program and processes, including development of application processes, forms, timelines, and reporting requirements, and make appropriate changes as needed.
- Develop and implement proper procedures to record Foundation distributions and handle documentation in accordance with auditors' requirements.

- Develop and maintain a system to monitor implementation of all projects to ensure they meet all funder expectations, program deliverables, financial and budgetary requirements, monitoring, and evaluation.

### Daily Operations and Compliance

- Ensure that all operations of the Foundation are carried out in accordance with the relevant provisions of the Save Our Seas 2.0 Act and all applicable laws governing charitable and nonprofit organizations.
- Develop, recommend, administer, and update policies, procedures, and processes in support of Foundation goals and operations, in accordance with relevant legal parameters, and implement and monitor compliance with approved policies, procedures, and processes.
- As funds allow, identify needed staff support, develop position descriptions, and attract, recruit, and retain staff. Provide clear performance objectives and regular feedback to motivate and lead a high-performance team.
- Oversee budgeting, investments, the annual financial audit, tax filings, and maintenance of correct and complete records required for the healthy operation of the Foundation.

### Support the Board of Directors

- Work with the Chair, Vice Chair, Secretary, and other Board officers, if any, to plan and arrange board meetings and activities, including preparing facilities and agendas, and overseeing materials development.
- Ensure the creation and maintenance of official records of minutes, decisions, and governing documents.
- Assist the Board on scoping and recommending new Board members as needed.

## Key Skills and Capabilities

### Vision and Leadership

- Integrity and deep commitment to achieving a world free from the impacts of marine debris.
- Ability to inspire and support the Board.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the Board, donors, and partners.
- Vision for how the Foundation can contribute to and advance diversity, equity, inclusion, justice, and accessibility.
- Success in establishing relationships with individuals and organizations of influence, including funders, government agencies, and other stakeholders.

## Fundraising

- Active fundraising experience, with a history of successfully generating new revenue streams and improving financial results.
- Excellent donor relations skills and understanding of the funding community, including federal grantmaking.
- Ability to write compelling and successful proposals.

## Philanthropic Management and Administration

- A high level of knowledge on issues and regulation applicable to charitable giving (accounting, legal, investment, etc.).
- Understanding of nonprofit organizations and operations.
- Strong financial management skills, including budget preparation, analysis, decision making, and reporting.

## Communication

- Excellent written and verbal communication skills, including public speaking, public relations, and social and traditional media skills.

## Personal Attributes

- Ability to work independently and proactively.
- Strong work ethic with a high degree of effectiveness.

## Qualifications

Applicants *must* show demonstrated past success with fundraising, developing strategic visions and work plans, supporting a Board of Directors, and managing staff. A successful candidate will demonstrate past experience with development and implementation of grantmaking programs, along with a very high level of attention to detail and proactive independent work.

## Required Qualifications

- High level of expertise in managing a nonprofit charitable organization.
- Demonstrated success with developing and implementing a dynamic fundraising strategy and growing and diversifying revenue streams.
- Experience with supporting a volunteer Board of Directors and helping to develop organizational mission, vision, and strategic plans.
- Demonstrated experience and very high level of proficiency with all of the following:
  - Nonprofit legal and administrative compliance and best practices;
  - Planning and budgeting;
  - Developing and supervising grantmaking strategies and programs;

- Program implementation; and
- Staff management.
- High attention to detail.
- Self-starter with the ability to set and manage workload with minimal direction.

### Additional Qualifications:

A strong candidate will:

- Have experience with successfully establishing and/or growing a small and/or new organization.
- Be familiar with the topic of marine debris and/or associated fields (e.g., waste management, plastic production and pollution, ocean science and policy, international environmental policy).

### Compensation and Benefits

The Marine Debris Foundation has grant funding for two years to support the salary of the Executive Director. Future employment and salary will be contingent on fundraising. The grant funding provides for an annual salary of \$152,000, with an additional 27% for benefits, totaling \$193,040 annually. The Foundation is currently receiving operational support and fiscal sponsorship from The Ocean Foundation (TOF). Under the current funding and contract mechanism, this position will be an independent contractor of The Ocean Foundation.

This position description is based upon material provided by the Marine Debris Foundation, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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