



Pacific Coast Shellfish Growers Association  
 120 State Ave., NE #142  
 Olympia, WA 98501

<b>Job Title:</b>	Executive Director	<b>Position Type:</b>	Full-time
<b>Location:</b>	Olympia, WA	<b>Travel Required:</b>	Yes, including occasional overnight
<b>Salary:</b>	Exempt, starting at \$100,000/year DOQ	<b>First Review:</b>	January 24, 2022
<b>Benefits:</b>	Paid holidays and personal time off, Association-sponsored IRA, health benefits		

**Email cover letter, resume and names of three professional references to:**

Connie Smith, Assistant Director • [conniesmith@pcsga.org](mailto:conniesmith@pcsga.org) • 360-754-2744

*\*Include in the Subject Line: Executive Director Job Application*

**Job Description**

**ORGANIZATION MISSION** To ensure a healthy social environment, regulatory environment and natural environment for shellfish farming in Washington, Oregon, Alaska, California, and Hawaii.

**PRIMARY RESPONSIBILITIES** The Executive Director represents the mission and the interests of the Pacific Coast Shellfish Growers Association, an organization that has existed for nearly a century. The Director will lead the development and implementation of PCSGA programs, tools, and relationships in order to assist the region’s shellfish industry and related community. The Director supervises a team of committed staff and works collaboratively with the Board of Directors and stakeholders to oversee PCSGA’s strategic vision and lead association decisions to drive members’ agenda.

**ROLES AND RESPONSIBILITIES**

**Governance:** Works with Board of Directors and Committees to fulfill the organization mission.

- Communicates effectively with leadership and stakeholders providing necessary, timely and accurate information in support of policy decisions, fundraising and organization mission.
- Organize and lead the Board in policy development, including maintenance of and updating Board bylaws, Articles of Incorporation, operating guidelines and other policy procedural manuals.
- Implement PCSGA’s programs to carry out the organization’s mission.

**Organization Mission and Strategy:** Works with Board and staff to ensure that the Association’s mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for strategic planning and work plan development to ensure that PCSGA can successfully fulfill its mission into the future, including organizational assessment and findings, vision, mission and values, goals and objectives, trends and appropriate responses.
- Serve as PCSGA’s primary spokesperson to the organization’s constituents, media and the general public.
- Stage community outreach and other PCSGA events such as SLURP, Annual Conference, and other Association activities.

**Policy and Regulatory:** Engages in national, state, and local policy and regulatory environment to ensure opportunities for PCSGA’s mission is realized.

- Identify, monitor, and engage on issues such as public health, labor, permitting, seafood trends, marine debris, mortality, shellfish research, seed supply and other issues as they arise.
- Communicate information within organization to seek consensus on PCSGA positions.
- Develop and execute education and lobbying strategies, in multiple states and federally, to influence legislators, agencies, and opinion leaders on issues relating to growing shellfish.
- Provide opportunities for PCSGA members to engage with state and federal decision makers and attend events and meetings such as congressional hearings.

**Partnerships and Collaboration:** Initiate and nurture relationships with multi-state public and private organizations, partners and stakeholders and utilize relationships to strategically enhance PCSGA’s mission.

- Support PCSGA’s reputation of a willing, knowledgeable, reliable, collaborating partner.
- Seek opportunities to meaningfully engage within the broader shellfish community.
- Establish and communicate the PCSGA brand.
- Represent PCSGA at public engagements, and among leadership opportunities such as the NAA Board and others.

**Internal Administration:** Manage office operations to efficiently and effectively support PCSGA’s mission.

- Responsible for the fiscal integrity of PCSGA, including fundraising, developing diverse revenues and annual budgeting necessary to support PCSGA’s mission.
- Manage staff including priorities, workload balance, and performance evaluations.
- Manage external contracts, including scope of work and cost negotiations.
- Develop and exude organizational culture that ensures members’ needs will be heard, respected, and addressed.

## **REQUIREMENTS**

### **Education and Experience:**

- A Master’s degree or equivalent, in Fisheries, Political Science, Public Administration, Law, Natural Resources, or a closely related field.
- Five years’ experience managing an organization or program that supported policy/program development, stakeholder/member/legislative relations, and agency interaction.

### **Desired Qualifications:**

Leadership, Supervision and Management Experience:

- General management of a program or organization, including contract administration, financial diversity/health, and policy/goal setting.
- At least four years supervising and leading staff, including priorities, workload balance, performance evaluations.
- Management skills to assemble and lead or facilitate high-functioning, fast-paced teams and deliver timely and effective results that direct and coordinate the organization’s efforts in support of the mission.
- Ability to manage multiple high-priority projects.
- Demonstrated leadership ability and program implementation skills in a complex authorizing environment that demands highly developed political sensitivity, and the ability to establish and maintain collaborative working partnerships with a variety of constituencies.
- Knowledge of strategic planning and its connection to organization priorities and budgeting. Maintain a clear understanding of the Board’s priorities.

**Policy Experience:**

- Demonstrated knowledge of, and skills in, program policy development, issues and management.
- Demonstrated ability to conceptualize and develop strategies, policies, and budgets for the future direction of this organization.
- Knowledge of, and experience in, the legislative process.
- Experience in complex policy developed through collaborative processes.
- Knowledge of research methods and experience in research in the areas relevant to this position.

**Exceptional communication and interpersonal relationship skills:**

- Effectively present oral and written materials to a wide range of audiences including elected officials, boards, agencies, media, and stakeholders. Preparation of comments and presentations reflecting organization's mission and goals.
- Knowing when and how to get Board members involved.
- Ability to keep confidence despite pressure to divulge.
- Understanding and crediting opposing points of view; persuading without pressure; advocating persuasively for something you may not personally support.

**Preferred Qualifications:**

- Master's Degree in Fisheries, Marine Policy.
- Knowledge of shellfish aquaculture.
- Knowledge of state and federal permitting processes for natural resources-related activities.
- Knowledge of the legislative and budgeting process.
- Experience working with teams, boards and or councils.
- Familiarity obtaining and managing grants.

**Other Skills:**

- Proficiency with Microsoft Office Suite; comfortable with virtual communication platforms, such as Zoom; experience with databases; learns new software quickly.
- Works independently, prioritizes tasks, and is a self-starter. Understands what needs to be done and how best to accomplish tasks.
- Appreciation for farming and/or working waterfronts.
- Exhibits discretion, confidentiality and professionalism when working with sensitive, private or adverse information.
- Demonstrates attention to detail.
- Demonstrates flexibility, willingness to try new approaches for the sake of experimentation. Adopts a positive attitude when under pressure to meet deadlines, or confronted with unexpected challenges.
- Demonstrates resiliency, persistence, and tenacity when working with difficult, challenging situations.
- Demonstrates humility and a sense of humor. Learns from mistakes and is able to bounce back.