



Congress created the North Pacific Research Board in 1997 to recommend marine research initiatives to the U.S. Secretary of Commerce, who makes final funding decisions. The North Pacific Research Board is seeking applications for the following:

## **Executive Director of the North Pacific Research Board**

### **Primary Responsibilities:**

Under the direction of the North Pacific Research Board (NPRB), provide leadership for a nationally recognized scientific organization to maintain and enhance the organization's reputation for excellence in marine research. To meet this goal, manage the staff and established processes to administer sub-awards with funds made available to the Secretary of Commerce from the Environmental Improvement and Restoration Fund (EIRF). EIRF funds provide for Federal, State, private and foreign organizations or individuals to conduct research activities for cooperative marine research projects and activities on, or relating to, the fisheries or marine ecosystems in the North Pacific Ocean, Bering Sea, Gulf of Alaska and Arctic Ocean (including lesser related bodies of water) as set forth at 43 U.S.C. §1474d(e)(1) and in accordance with criteria and priorities for grants established by the North Pacific Research Board, as set forth at 43 U.S.C. §§1474d(e)(2) and (e)(4)(B).

### **Specific Duties:**

1. Work jointly with the parties of the Memorandum of Understanding pertaining to the North Pacific Research Board (NPRB) and the North Pacific Marine Research Institute; the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), and the Alaska SeaLife Center to meet the overall objectives of the EIRF.
2. Employ and manage NPRB staff and contractors in accordance with relevant laws and regulations to assist in achieving the duties and responsibilities outlined in this scope of services.
3. Develop the annual work plan formulation process to generate budgets for the operation and administration of all research, education, and administration activities, and submit these timely for NPRB approval, together with all proposals for grant funding; track and report on the work plan in synchrony with Board meetings.
4. Manage the overall NPRB budget, and track and report on the budget in synchrony with Board meetings.
5. Provide NPRB with all information necessary to approve research, education and demonstration projects in accordance with 33 U.S.C. §2738 and oversee implementation and monitoring of all approved grants to ensure compliance and timely conduct; report to Board timely on issues associated with grant implementation.
6. Work with and for the Board, including working at the direction of the Board to develop standard operating procedures, science and strategic plans, and other policies for ultimate NPRB approval and oversee their implementation by staff, consultants, and contractors.
7. Provide oversight of scientific guidance provided to the Board and scientific peer review of grant requests via the Science Panel; implement and administer grants, programs and projects, and perform such other science review functions as may be required by the Board.
8. Coordinate Advisory Panel meetings and reports to the Board and foster community and public input to the Board as appropriate.
9. Oversee a public process of communications and outreach and develop a biennial report of NPRB activities for Board approval.

10. Oversee, in conjunction with the ASLC HR manager, performance appraisals of NPRB staff; submit to the Executive Committee an annual performance report for this position and meet annually to agree on personal business goals and priorities for the year ahead.
11. Represent the Board at appropriate public, professional, and scientific meetings and symposia.
12. Ensure compliance with applicable laws and regulations and work with the Fiscal Agent for the NPRB (the Alaska SeaLife Center) to ensure compliance with all Federal, State and local regulations pertaining to NPRB operations; comply with all NPRB policies, procedures, and programs and all ASLC financial agent requirements relating to human resources, fiscal management, risk management, etc.
13. Perform other related duties as assigned from time to time by the Executive Committee.

### **Physical Requirements:**

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Skills and Qualifications:**

- Proven/strong managerial and leadership skills; team building; and strong interpersonal skills;
- At least 10 years experience at a senior level in research and/or organizational management with 5 years of program-level supervisory experience;
- Proven communication and interpersonal skills - must be able to communicate effectively, internally and externally, to multiple audiences;
- Leader and facilitator – ability to motivate, influence, and develop capacity in others to create conditions that elicit passion, commitment, and best in class work that builds the reputation of an organization;
- Proven emotional intelligence (i.e., ability to appropriately perceive, use, understand, and manage the emotions of oneself and others); and
- A Bachelor's degree in a field related to science, business, law, administration, fisheries, or environmental research.

### **Preferred Skills and Qualifications:**

- A postgraduate degree in a field related to science, business, law, administration, fisheries or environmental research;
- A record of accomplishment with a particular emphasis on oversight of multidisciplinary research that has management applications;
- Solid understanding of issues relating to marine ecosystems, including current, key, and developing issues;
- Experience working with and for a board of directors;
- Ability to work effectively with key government, private and academic institutions;
- Current knowledge of key government and academic institutions and partners in marine science and management, including fisheries, oil and gas, tourism and other marine industry organizations;
- Demonstrated experience with business and financial management;
- Demonstrated partnership-building experience with diverse political environments at State, National and International levels;
- Able to work with confidential information and diverse stakeholders;
- Be alert to opportunities, be innovative, entrepreneurial, and take on new challenges in a manner that supports and reinforces the priorities of the Board; and
- Be of the highest levels of character and ethical behavior.

This is a regular, full-time position equivalent to the GS-15 level in federal service.

Candidates should submit a letter of application, curriculum vitae, a two-page summary of their philosophy on guiding collaborative research and contact information for four references at [http://alaskasealifecenter.gatherdocs.com/apply?listing\\_id=2382](http://alaskasealifecenter.gatherdocs.com/apply?listing_id=2382)

Applications will be accepted through June 24, 2016 and review of applications will take place in July with an anticipated start date of no later than October 21, 2016.

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NPRB is committed to affirmative action, equal opportunity and the diversity of its workforce.