

**Associate Executive Director of the GCOOS-RA
Position Description
February 2015**

Development Activities

1. Develop potential stakeholder engagement and proposal opportunities (e.g., with organizations established under the RESTORE Act, the National Academy of Science's Gulf of Mexico Program and National Fish and Wildlife Foundation's Gulf Environmental Benefit Fund).
2. Identify additional sources for funding needed for observations, operational models and other activities related to establishing an Integrated Ocean Observing System for the Gulf of Mexico.
3. Serve as a GCOOS-RA liaison to RESTORE Centers of Excellence.
4. Serve as a GCOOS-RA liaison to existing, planned and future collaborative initiatives (e.g., the Gulf of Mexico University Research Collaborative, the Gulf of Mexico Alliance or the Gulf of Mexico Research Initiative).

Government Awareness Activities (Work closely with the GCOOS Government Relations Task Team)

1. Work with GCOOS-RA Directors and staff to assist them in expressing their views to their Members in Congress, state legislators and their respective staffs.
2. Express the potential and needs of the GCOOS-RA to Members of Congress, state legislators and their respective staffs as opportunities arise and explain what the GCOOS-RA does/can do for them.
3. Engage in no lobbying or advocacy activities.

Building rapport to determine needs for and use of GCOOS data/products/services

1. Build rapport with government agencies and private industry at Stennis Space Station and local area.
2. Build rapport with Emergency Managers as well as other state and local representatives.

Reporting

1. Submit brief monthly summaries of activities to the GCOOS-RA Executive Director and quarterly reports (with quantitative and qualitative information) to the GCOOS-RA Executive Committee.

Key Performance Indicators

The performance of the Associate Executive Director should be judged by the following measures:

1. Number (and requested amounts) of proposals submitted on the basis of the Associate Executive Director's contacts and assistance in development; success rate of proposals submitted (proposals awarded to third parties which were strongly influenced by the Associate Executive Director's activities may count);
2. Number of educational or informational contacts related to GCOOS made by the Associate Executive Director with Members of Congress, state legislators, their respective staffs, emergency managers, and other federal, state, and local managers, providing information regarding needs for and use of GCOOS data/products/services;
3. Number of entities joining as Members of the Corporation as a result of the Associate Executive Director's outreach efforts; and
4. Number of monthly meetings with liaison groups in which the Associate Executive Director participated, with emphasis on outcomes, such as coordinating stakeholder needs, focusing state and local entities to establish and sustain a Gulf-wide ocean observing system, submitting joint proposals, policy changes that reflect a partnership with the GCOOS-RA, or other positive outcomes.