

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

The Executive Director of the GCOOS-RA Corporation (Corporation) is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director reports directly to the Board of Directors for the performance of duties.

The Executive Director will be appointed initially to a two-year term. With satisfactory performance, the appointment can be renewed for three-year terms so long as the Executive Director is agreeable to continuing the appointment.

The *Primary Duties and Responsibilities* of the Executive Director include the following:

**Organization Mission and Strategy:**

1. Collaborate with the Board of Directors to develop a vision and strategic plan that guides the organization
2. Provide leadership to develop program, organizational and financial plans with the Board of Directors, Councils, Committees, Task Teams, and staff
3. Identify, assess, and inform the Board of internal and external issues that affect the organization

**Program Development and Organizational Excellence:**

1. Identify, develop and leverage new opportunities for funding
2. Develop other resources necessary to support the Corporation's mission.
3. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
4. Oversee the efficient and effective day-to-day operation of the organization, including maintaining official records and documents, and ensuring compliance with federal, state and local regulations.
5. Implement sound human resource practices.
6. Maintain a GCOOS-RA Office to:
  - Provide staff support to the Board, Councils, Committees and other working groups of the Corporation
  - Coordinate the activities of GCOOS-RA projects
  - Conduct official correspondence
  - Provide oversight to the GCOOS Data and Products Portal
  - Provide oversight to the GCOOS Outreach and Education Program
  - Facilitate the dissemination of information to stakeholders

**Financial Planning and Management:**

1. Develop and maintain sound financial practices
2. Be responsible for the fiscal integrity of the Corporation, to include submission to the Board a proposed annual budget and semi-annual financial statements, which accurately reflect the financial condition of the organization

3. Work with the staff, Executive Committee, and the Board in preparing annual business plan, build out plan and other key corporate documents
4. Be responsible for fiscal management that generally operates within the approved budget and ensures maximum resource utilization and maintenance of the organization in a positive financial position
5. Jointly, with the officers of the Board, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents. As delegated by the Board, be responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization
6. Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
7. Perform the duties of the Principal Investigator of GCOOS-RA grants, including the following:
  - Maintain project budgets,
  - Report to sponsors as requested,
  - Represent the GCOOS-RA at functions of the sponsors, and
  - Provide oversight of subcontracts.

### **Community Relations and Communication**

1. Communicate with the Board of Directors and Members of the Corporation to keep them fully informed of the work of the organization and important factors influencing it.
2. Act as a spokesperson for the Corporation and enhance our image by being active and visible in the community.
3. Build a strong communication program to maintain the GCOOS News and web site, ensure engagement with stakeholder groups, and generally publicize the goals, programs and results of the organization.
4. Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and especially with other entities engaged in monitoring and observing in the Gulf of Mexico.
5. Promote active and broad participation by volunteers to help achieve the goals of the organization.
6. Represent the programs and point of view of the Corporation to government, organizations and the public.

### **Key Performance Indicators**

The Executive Director is expected to address the Primary Duties and Responsibilities described above in the annual report, which may contain suggestions as to how to improve the Corporation, including suggested changes to the Executive Director' position description or Key Performance Indicators. Representatives of the Board will discuss the annual report with the Executive Director and provide a written review.

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

1. Number (and requested amounts) of proposals submitted and success rate,
2. Number of entities joining the Corporation as Members,

3. Number of new or renewed relationships with organizations throughout the Gulf States that strategically enhance the Corporation's mission,
4. Attendance at constituent meetings related to the U.S. Integrated Ocean Observing System, and
5. Presentations on GCOOS-RA developments at science or technical forums, and papers or articles to be published in peer-reviewed or public media.