

Deputy Director (Academic Program Professional 3)
Center for Ocean Solutions, Stanford Woods Institute for the Environment

The Stanford Woods Institute for the Environment seeks an experienced Deputy Director for the Center for Ocean Solutions. Reporting to the Center for Ocean Solutions Co-Directors, the Deputy Director will work as part of a team to manage all staff and administrative duties of the Center and work directly with leadership to develop and implement strategy to advance the Center's work to sustain the health of the oceans in the face of a changing climate, and in particular to harness the innovations of the data revolution to help meet that challenge.

The Center for Ocean Solutions is recognized as a leader in linking "science to policy," engaging both research and decision-making communities to advance understanding and management of ocean ecosystems and translate knowledge into action. The Center works through initiatives that combine researchers, decision makers and a variety of different key actors and are aimed at achieving direct impact in ocean management and conservation.

JOB PURPOSE:

Work under broad direction of faculty or management to identify opportunities, develop strategy, and lead implement, and administer large academic programs. Serve as expert advisor to faculty and staff and have a large role in program strategy development, long-range planning, and partnership development.

CORE DUTIES*:

Lead and oversee development, implementation, administration, and evaluation of programs. Oversee analysis, reporting, and program improvements. Oversee the development, adherence to, and implementation of program policies and procedures.

- Work with the Center's directors to develop and oversee strategic programs and projects that are aligned with the Center's Strategic Plan and reflect sustainable funding horizons,
- Scope, plan, and execute time-sensitive and strategically important special projects independently or through task allocation with key staff.

Lead strategic planning for the program.

- Work with the Center's directors, PIs, Co-Investigators, and other collaborators to lead, plan, develop and implement the Center's strategy and initiatives,

Represent the program to the broader university, external community, and other stakeholders. Provide expert consultation related to program development, funding opportunities, or other specialty area.

- Network, develop relationships, and serve as a vital link between the Center's researchers and collaborators and local institutions, decision-makers, and other professionals in the management, NGO and academic communities to initiate collaborations and strategic uptake of the Center's research,
- Represent the Center for Ocean Solutions to target audiences,

Develop outreach strategy related to program communications, development, partnerships and fundraising/funding. Identify external funding opportunities and write proposals and research grants. Develop and oversee strategic financial planning and sustainability for the program as needed. Monitor performance and ensure appropriate controls.

- Work with the COS communications manager to co-develop and implement outreach, education, communication, and engagement strategies on an organization-wide and initiative-by-initiative basis so that they are relevant to key decision-maker, stakeholder, and partner audiences.
- Work collaboratively with the Center directors to engage with foundations and other gift sources,
- Lead development of resources with Center directors and managers to aid engagement with funding entities.

May teach or co-teach courses, oversee the administration of courses, create and/or advise in the development of curriculum; and/or advise students, coach and mentor clients.

Coach and mentor program staff.

Manage staff in the day-to-day operations for functional area(s) of responsibility. Responsible for hiring and retaining staff, career coaching, personal development for direct reports and accountable for the performance of employees. Ensure work completion within schedule and constraints.

- Oversee, hire, supervise, coach, and mentor all staff and teams to aid in strategy development and implementation of the Center's work,
- Effectively organize and lead interdisciplinary teams with varied skill sets,
- Liaise with research staff, administrative staff, managers, and Center directors to ensure effective internal, organization-wide communication.

Evaluate business processes and operational and/or financial effectiveness. Analyze and resolve complex issues and provide alternative solutions as necessary. May lead process improvement for immediate unit.

- Work with Center's directors to develop long-term financial strategy and actively seek and secure funding sources for the Center's initiatives,
- Work with the associate director for finance to develop and manage the Center's budget, and oversee all budget lines,
- Manage portfolio of programs and projects to ensure effective allocation of staff time and financial resources.

Interpret, implement and ensure compliance with university academic and administrative policies and procedures within an operating unit. Recommend new internal policies guidelines and procedures. Manage and coordinate grants and contracts for the department. Ensure compliance with institutional and external requirements.

- Liaise with Center directors, collaborators, and other key audiences to develop collaborative proposals and initiatives,
- Lead development of grant proposals and secure gifts in cooperation with Stanford Woods Institute finance and administration staff as well as PIs, Co-Investigators, Woods Development and Center directors and staff,

LOCATION:

This role is based in Palo Alto at the Stanford Campus, with opportunities to telecommute from locations within the greater San Francisco Bay Area – Monterey Peninsula area.

MINIMUM REQUIREMENTS:

Education & Experience:

Advanced degree in a relevant marine-related natural or social science discipline (e.g., ecology, biology, oceanography, geography, economics, law, policy, management) and 5 or more years of experience in area of specialization or combination of relevant education, training, and/or experience. For jobs with financial responsibilities, experience managing a budget and developing financial plans. Experience developing program partnerships and funding sources.

Knowledge, Skills and Abilities:

- Ability to develop program partnerships and funding sources.
- Advanced oral, written and analytical skills exhibiting fluency in area of specialization.
- Ability to oversee and direct staff.
- Ability to manage budgets and develop financial plans.

Preference will be given to individuals with the following experience:

- Excellent leadership skills.

- A strong working knowledge of coastal and ocean social-ecological system science and demonstrated real-world application of research into policy and management, and deep substantive expertise in a relevant marine-related natural or social science discipline.
- Experience and/or interest in both advancing scientific frontiers and addressing real-world challenges of sustainability in coastal and ocean environments.
- An established professional network of relevant ocean science and policy experts and strong networking and relationship-building skills.
- Strong interpersonal skills and ability to work and communicate effectively with staff at many levels as a colleague and supervisor, as well as work successfully with a variety of faculty and researchers in connecting across ecological, physical, and social science disciplines, developing project ideas, and linking science to solutions.
- Program and project management experience.
- A proven track record of grant-writing and grant management.
- A self-starter, with the ability to work independently and as a member and leader of a team.
- Preference will be given to those with empirical and analytical skills for gathering and working with ecological or biophysical data, and/or experience and familiarity with a variety of analytic methods, and/or experience with legal and policy research and analysis.

Certifications and licenses:

None

PHYSICAL REQUIREMENTS*:

- Frequently stand/walk, sitting, grasp lightly/fine manipulation, perform desk-based computer tasks.
- Occasionally use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 40 pounds
- Rarely sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds.
- Ability to use voice to present information/communicate with others.
- On-campus mobility.

* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORKING CONDITIONS:

- May work extended hours, evenings or weekends.
- May travel locally.
- Occasional overnight travel.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu/>.

Interested applicants should apply at <http://stanfordcareers.stanford.edu>, Job ID 76511. To be considered, candidates will include a **cover letter, resume and three references**. Please note a background check will be required for all final candidates. For more information, please visit our website at <https://woods.stanford.edu/research/centers-programs/center-oceansolutions>.

Stanford is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.

Job Family: Administration

Job Series: Academic Program Professional

Job Title: Academic Program Professional 3

Job Code: 4113

Grade: K

Exemption: Exempt