



Alaska Fisheries Development Foundation
JOB ANNOUNCEMENT

Posting: August 14, 2024

Position Title: Program Manager, Mariculture Development Program

Worksite Location: This is a hybrid position, primarily remote, with periodic in-office presence required for meetings, project collaboration, and other essential tasks. The preferred location for this role is Juneau, Alaska.

Status: Full-time, 40 hours/week

Organization Overview: Established in 1978, the Alaska Fisheries Development Foundation (AFDF) is a non-profit organization that broadly represents the Alaska seafood industry, including harvesters, processors, and support sector businesses, in the areas of research and development. AFDF's mission is to empower sustainable growth and innovation within Alaska's seafood industry through collaborative partnerships, research driven initiatives, and community focused programs. To fulfill its mission, AFDF collaborates with a diverse range of stakeholders, including the seafood industry, universities, scientists, resource managers, government entities, economic development and conservation organizations, policy makers, and more.

AFDF's current portfolio of programs embodies a dynamic approach to research and development, addressing sustainability, full utilization, climate change mitigation, economic development, working waterfronts and public education. For more information, visit us at <https://afdf.org/>.

Position Description: The Program Manager (PgM) for the Mariculture Development Program will be instrumental in expanding existing programs and developing new initiatives to support Alaska's mariculture industry and infrastructure. The PgM will oversee the implementation and management of assigned mariculture programs, ensuring alignment with AFDF's mission and goals. Key responsibilities include securing funding, managing grants, engaging with stakeholders, and promoting program successes through effective communication strategies. The PgM will work closely with industry partners to enhance the resilience and sustainability of Alaska's coastal communities and mariculture sector.

Key Responsibilities:

Program Management-

- Oversee the day-to-day operations of the mariculture development program.
- Develop and implement program plans, objectives, timelines, and budgets and ensure projects are completed on time, within scope, and within budget.
- Ensure program activities comply with all relevant marine and environmental regulations.

Stakeholder Engagement & Partnership Development-

- Build and maintain relationships with key stakeholders, including mariculture farmers, industry partners, government agencies, and community organizations.
- Facilitate meetings, workshops, and discussions to gather input and foster collaboration.
- Communicate project status, updates, and outcomes to stakeholders through regular reporting and presentations.

Communication & Outreach-

- Develop and implement communication strategies to promote program goals, achievements, and impacts to a broad audience.
- Produce high-quality written and visual content, including newsletters, press releases, articles, and social media posts, to highlight program activities.
- Represent AFDF at conferences, industry events, and public forums.

Funding & Grant Management-

- Identify and pursue funding opportunities to support program growth.
- Prepare grant proposals and manage awarded grants, ensuring compliance and timely reporting.

Data and Reporting-

- Collect, analyze, and report program data to measure progress and impact and submit timely reports to funding agencies detailing project progress.
- Prepare regular reports and updates for the CEO and Board of Directors.

Qualifications of the Ideal Candidate:

Education- Minimum requirement of a bachelor's degree (B.A. or B.S.) in a related field, with a strong preference in Marine Science, Fisheries, Environmental Science, or a closely related discipline.

Skills, Attributes, and Experience-

- Demonstrated ability to work independently, take initiative, and be a self-starter, managing multiple projects and priorities effectively.
- Exceptional written and oral communication skills, with the ability to craft clear and engaging content for diverse audiences.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Strong organizational skills, with the ability to oversee various projects and meet deadlines. Experience in mariculture or a related field is preferred.

- Excellent interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders.
- Familiarity with the cultural, economic, and environmental issues facing coastal communities, particularly in Alaska, is preferred.
- Experience in managing grants, including proposal writing, budgeting, compliance, and reporting, is preferred.

Compensation: \$70,000-\$78,000 annually, depending on experience, plus the AFDF employee benefit package, which includes: health insurance reimbursement, home office stipend, SIMPLE retirement plan with 3% match, 11 paid holidays/yr, 80 hrs of accrued leave/year, 80 hrs of sick leave/year.

Deadline: Applications will be accepted until filled.

How to Apply: Please email your resume along with a cover letter detailing specific attributes and skills that demonstrate your qualifications for the position to Kristy Clement at kclement@afdf.org . For any questions or further information, feel free to reach out to Kristy, AFDF CEO.