

## Job Announcement

Posted: April 12, 2021

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### Washington Maritime Blue Director of Operations

Closing Date: Priority Applications Due April 25th, 2021 - Open until filled

Salary Range - \$90,000 - \$110,000 + Comprehensive Benefits

Reports to: President/CEO

Location: Negotiable – Seattle, WA preferred

Direct Applicants Only – No Third-Party Agencies

\*\*See below under Additional Information for directions on how to apply\*\*

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#### Washington Maritime Blue

Washington Maritime Blue is a non-profit, strategic alliance formed to accelerate innovation and sustainability in support of an inclusive blue economy. With a mission to implement [Washington State's Strategy for the Blue Economy](#) delivered by Governor Jay Inslee's Maritime Innovation Advisory Council, we are a partnership between industry, public sector, research & training institutions, and community organizations. Maritime Blue works to create a world-class, thriving, equitable, and sustainable maritime and ocean industry through knowledge sharing, joint innovation, entrepreneurship, commercialization, business, and workforce development.

#### Position Description

The Director of Operations is a key member of the senior management team and is responsible for operational strategies for mission-oriented goals and objectives including systems to operationalize finance, accounting, tax, insurance, contracts, legal, human resources, information technology and the administrative functions of the organization. The role is also expected to contribute to the strategic vision, ensure the team has systems in place to achieve success, and facilitate organizational Diversity-Equity-Inclusion goals. The Director of Operations also assists the President/CEO with Board relations and governance best practices.

#### Leadership

- Provide the President/CEO and management team ongoing advice on the operation and management of the organization.
- Engage in strategic planning and development activities for the organization; advise and assist in the enhancement and growth of Maritime Blue programs.
- Develop and implement strategies that will maximize synergies among program areas and promote a culture of, and policies for, Diversity, Equity and Inclusion (DEI).

- Partner with the President/CEO in essential leadership activities and provide professional and personal development opportunities for all staff.
- Apply a DEI lens in the selection and retention of staff and vendors.

### *Finance*

- Partner with President/CEO and Finance Team to insure the overall efficiency and accuracy of all accounting functions and compliance with applicable laws, regulations, and nonprofit best practices.
- Support the budgeting process for grant applications and responses to request for proposals; assist with compilation of administrative documents and submission of proposals.
- Support accounting and financial reporting for all grants, contracts and donations.

### *Operations*

- In collaboration with the Management Team, ensure the day-to-day support of all staff in areas such as contract management, information technology, purchasing, etc.
- Initiate office systems to increase efficiency and ensure effective communication.
- Maintain and update organizational policies; ensure that Maritime Blue's risks are mitigated through appropriate policies and levels for staff, board, and contractors.
- Oversee office infrastructure including both the physical and virtual workplace; ensure all employees have the hardware and software they need to work productively.
- Provide oversight, direction and coordination related to organization-wide technology planning and utilization, to include integration of information systems, voice and data networks and telecommunications.
- Ensure maintenance and integrity of computer network and e-mail system, including outsourced IT support personnel.
- Oversee the purchase and maintenance of new and/or upgraded equipment and ensure vendors of capital equipment are efficient and meeting our needs.
- Ensure all operational systems and procedures are up-to-date and managed smoothly and professionally.
- Oversee and negotiate the office lease and sub-leases and any leasehold improvements; optimize workspace layout and accommodations.

### *Personnel / HR*

- Maintain and update Maritime Blue's Employee Handbook. Create sound policies that respect and celebrate diversity, equity and inclusion as a core value and lead to a positive and productive work environment.
- Manage the staff recruitment process. Collaborate with hiring managers to screen applications and interview candidates.
  - Process background and reference checks.
  - Work with President/CEO and hiring managers to craft job offers.
  - Ensure HR processes and policies are fair and equitable.

- Oversee the employee recognition and retention policies and programs, including benefits and professional development. Review benefits and retention policies regularly to ensure they meet the needs of Maritime Blue and the best interests of staff.
- Manage Maritime Blue's performance evaluation and compensation process.
- Maintain personnel files, lead the prompt and effective resolution of personnel issues.
- In coordination Project Directors, oversee staff time allocation for grant and contract management purposes.

### *Legal*

- Collaborate with Finance Team and appropriate staff to prepare new contracts and amendments to existing contracts. Review and approve all contracts prior to signature by President/CEO.
- Ensure contractual obligations meet the needs of Maritime Blue and risks are mitigated.
- Serve as point of contact with Maritime Blue's attorneys and work on contracting matters as appropriate and needs arise.

### *Board Relations and Governance*

- Provide support to the President/CEO on board meeting preparations including agendas and meeting logistics.
- Prepare minutes for board committee meetings, as needed.
- Assist the President/CEO with board development and implementation of effective governance best practices, including updates to corporate documents such as bylaws, as necessary.

### **Qualifications**

This is an extraordinary opportunity for an individual with business administration and operations experience to grow and further develop a proven program. The successful candidate will support and provide continuity to Blue's various program areas, work collaboratively across teams, and partner with the President/CEO on organizational development priorities.. **Specific requirements include:**

- At least 7 years of experience in operations, business administration or related roles.
- Superior knowledge of multiple operational functions and principles, including finance, customer service, production, and employee management.
- Proven ability to plan and manage operational processes for maximum efficiency and productivity.
- Ability to streamline and implement new structures and roles that create speed, efficiency, and support rapidly shifting business demands.
- Experience with budget and business plan development.
- Proven ability to develop innovative solutions for increased productivity.
- Strong working knowledge of business management software.
- Highly organized and ability to wear multiple hats in an ambiguous, fast-moving environment; a driving force who manages toward clarity and solutions.

- A successful track record in setting priorities, shaping processes, guiding investment in people and systems, and developing an infrastructure that creates a stronger and more efficient organization.
- A consummate team player with a flexible and creative approach.
- Personal qualities of integrity, credibility, and a commitment to Maritime Blue's mission.

*You will feel prepared to take on this role if you have experience in:*

- Working independently while maintaining effective working relationships with co-workers, supervisors, customers, and the general public.
- Engaging multi-stakeholder/partner groups that are mission driven in order to successfully create and implement strategic and operational plans, deliver excellence in project development and planning.
- Working effectively with colleagues and partners from the full range of differences reflected in our community, including but not limited to ableness/disability, age, economic/social class, English proficiency, race /ethnicity, family status, gender identity and expression, national origin/citizenship status, religion/spiritual expression, and sexual orientation.

*You will be successful if you feel passionate about:*

- Working for industry growth and investment, addressing climate action / ecological health, and equitable community development in the maritime and ocean sectors – the Blue Economy.
- Working with multiple stakeholders, including: industry, government, research, non-profit and community leaders; labor organizations, tribes, elected officials, investors, educators, youth and co-workers.

*Your effectiveness in this role will depend on your ability to:*

- Communicate effectively, orally and in writing, while working in a fast-paced environment on a cross-functional team.
- Use creative problem-solving and demonstrate exceptional results with limited resources
- Be efficient, resilient, and flexible.
- Take a consultative and customer service-oriented approach to problem-solving.
- Successfully manage competing priorities.
- Work in an environment that is welcoming, open, transparent, curious, collaborative, challenging, results-driven, and fun!
- Create, nurture, and leverage deep relationships throughout the region's maritime, ocean, technology and manufacturing sectors along with a diversity of community and youth leaders.

## Work Environment

Washington Maritime Blue is headquartered in Seattle, WA with partners, stakeholders, projects and sites across the state of Washington. Remote work is supported with the expectation that staff are able to meet regularly in person as health and safety dictate.

- Office Environment with occasional project site visits (exposure to computer screens)
- Must be able to travel domestically and internationally (when safe and appropriate)
- Noise level is usually moderate

## Demonstration of Commitment to Equity and Social Justice

Washington Maritime Blue has a committed goal to demonstrate an equity mindset. We are seeking individuals who can demonstrate both awareness of equity and social justice issues as well as actively combat inequalities.

## Additional Information

To be considered for this position, **please submit a single pdf with a cover letter and resume to [info@maritimeblue.org](mailto:info@maritimeblue.org). Please use the subject line and name the file using "Your Name\_Director of Operations Position".** Priority Applications are **due April 25th, 2021** and will then be read on a first-come-first-served basis. The position will remain open until filled. In your cover letter, please describe how your knowledge, skills, and abilities prepare you for the job responsibilities and qualifications outlined in this job announcement.

## Who may apply

Washington Maritime Blue encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQAI+, people with disabilities, veterans, and those with diverse life experience. This position is open to all qualified candidates that meet the minimum qualifications. Washington Maritime Blue values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, ages, sexual orientation, or gender identity. **Direct applicants only, please no third-party applications.**

## Questions

Please Contact: [info@maritimeblue.org](mailto:info@maritimeblue.org)