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www.seconference.org
www.alaskamariculturecluster.org

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Mariculture Project Manager

To Apply

Send cover letter and resume to dan@seconference.org. Position will remain open until filled.

Overview

The mission of Southeast Conference is to undertake and support activities that promote strong economies, healthy communities, and a quality environment in Southeast Alaska.

The Mariculture Project Manager supports Southeast Conference's mission by working with our team to implement our scope of work under the \$49 million Alaska Mariculture Cluster (AMC) grant, including procuring and managing contractors; working with AMC partners on project development and oversight to ensure project goals and deliverables are being met; and contributing to communications of project/grant impacts; along with other tasks.

Position reports to Southeast Conference's deputy director and works closely with the Alaska Mariculture Cluster team of 5-6 people working full time on the AMC project and 4-5 other SEC staff working part time on this project.

Job Responsibilities

Responsibilities will include but not be limited to the following:

- Procure and manage contractor teams, guiding their work to maximize impact and coordination with industry needs and input. SEC has obligated nearly \$11 million in funds through a variety of incredibly qualified and impactful contractors, with roughly the same amount to be awarded through future RFPs. This position will take a lead role in managing a subset of these contracts and solicitations, as well as working with the team to establish SEC's contractor strategy and processes. SEC embraces the role of an involved funder providing the guidance and input needed to maximize impact.
- Contribute to continual improvement of project management strategy and tools at Southeast Conference and within the AMC coalition.
- Contribute to documentation of mariculture project successes and impacts. Draft and edit web stories and other communications products that meet the needs of industry and agency

stakeholders. Conduct final editing of performance progress reports submitted to agency funders documenting project status and accomplishments.

- Lead development of collaborative partnerships between tribal and municipal governments, non-profits, philanthropic entities, higher education institutions, and the private sector. AMC has a particular emphasis on equity, with 25% of project impact targeted to Alaska Native entities and communities.
- Maintain regular correspondence with the AMC governing body and coalition members implementing relevant projects and provide direct assistance in project development, coordination, administration, and grant management.
- Provide grant management technical assistance in coordination with dedicated grant management team at SEC. Develop an understanding of allowable cost principles and other stipulations that come with spending federal money (2 CFR 200).
- Occasional travel for in-person meetings to support project partners; present/engage with local communities and partners; and develop communications and multimedia products.
- Other duties as assigned.

Compensation and Benefits

The Mariculture Project Manager is a grant-dependent position fully funded through Spring 2027, with potential for extension if funding is available.

Southeast Conference offers the option of a balanced onsite/offsite workplace and a competitive benefits package. Benefits for full-time employees include but are not limited to:

- Competitive personal leave, medical, and retirement programs.
- Nine paid holidays.
- Flexibility around remote and in-office hours.
- Office space available for Juneau-based employees.

Salary dependent on experience.

The Southeast Conference does not offer tenured or guaranteed employment. Either Southeast Conference or the employee can terminate the employment relationship at any time, with or without cause, with or without notice, according to Alaska State law. This at-will employment relationship exists regardless of this job description, any other Southeast Conference documents, or any verbal statement to the contrary.

Desired Qualifications:

Education: Bachelor's Degree in any field; or progressively responsible professional experience commensurate with the education conferred by a four-year degree; and

Experience: Any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities necessary to perform the work.

Desired Skills and Experience

- Exceptional writing and editing skills with a keen eye for detail and grammar.
- Ability to think creatively and strategically to ensure successful implementation of the landmark investment in Alaska mariculture represented by the AMC grant.
- Grant management and/or project management experience.
- Self-motivated with excellent time-management skills and attention to detail.
- Must have the ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers and with outside agencies and partners.
- Strong cultural awareness and sensitivity, with the ability to adapt messages and strategies for diverse audiences.
- Familiarity with Alaska's mariculture industry and coastal economic development.
- Familiarity with indigenous ways of life and the many communities throughout Alaska and the associated traditional and contemporary, political, social and cultural organizations in Alaska, Canada and the Pacific Northwest
- Proficiency in standard software applications, including the Office365 suite (Outlook, Word, PowerPoint, Teams, and Excel), as well as virtual meeting platforms and website management and content development/editing tools.
- Ability to contribute to continual improvement of project management strategy at Southeast Conference and within the AMC coalition.

Organization Description:

Established in 1958, Southeast Conference's mission is to support activities that promote strong economies, healthy communities, and a quality environment in the Southeast Alaska region. As the state designated Alaska Regional Development Organization (ARDOR) and the federally recognized Economic Development District for the region, it is the responsibility of Southeast Conference to provide the economic development strategy for Southeast Alaska. An updated strategy is created every five years and reported on annually.

AMC Background:

Southeast Conference was awarded \$49 million through the Economic Development Administration's (EDA) Build Back Better Regional Challenge program to support the state's growing mariculture industry and bring together a coalition of stakeholders who will work together to maximize the benefits of this historical funding opportunity for Alaska's economy, environment, and communities. The Alaska Mariculture Cluster proposal, led by Southeast Conference, includes activities supporting the industry through workforce development, research and development, marketing, green energy, and innovation and technology. Southeast Conference is building a team of quality individuals excited about mariculture and interested in being on the ground floor of this historical investment. Southeast Conference's role as lead entity will require significant coordination supporting project partners, deepening relationships and prioritizing trust-building with rural and indigenous communities throughout coastal Alaska.

Visit www.alaskamariculturecluster.org for additional information on project descriptions and partners.