

Deputy Director Position Description



[Puget Sound Restoration Fund](#) (PSRF) works to restore abundant marine resources and our connections to them through a diverse portfolio of in-the-water projects throughout Puget Sound. Our mission is to design, test and spearhead in-water actions to restore Puget Sound’s marine habitats, species and waters – for people and place. The main focus of our restoration is living marine habitat and species, using structure forming species (Olympia oysters, bull kelp) and habitat enhancing species (pinto abalone). Over the past 25 years, PSRF has evolved into a hub of restoration and applied science with a unique niche, strong track record, and a nimble team of scientists and restoration practitioners, with a staff of 26 and an 11-member Board of Directors.

WHAT WE NEED: PSRF seeks a Deputy Director to support the Executive Director and provide core programmatic and administrative support across the organization to help us achieve our many marine research and restoration goals. They will have a wide range of responsibilities, including personnel, financial, and grant management, strategic planning, outreach, and development. PSRF is a team environment, and the Deputy Director will give and receive support across PSRF to ensure programs and people are meeting goals and thriving. The successful candidate for this full time, exempt position will be highly detail-oriented, excel at communicating clearly and in a timely manner, possess strong computer skills, and be an efficient individual who works well independently. The Deputy Director will work most closely with PSRF Executive Director Jodie Toft, Program Directors, and administrative staff, at rotating office locations on Bainbridge, Seattle, and the Kitsap Peninsula.

RESPONSIBILITIES

Support for Executive Director and Board

- Serve as the Executive Director in her absence
- Attend quarterly Board meetings and assist with preparation of Board meeting packets
- Support Board recruitment and onboarding

Personnel & Team Management

- Provide internal management and support for PSRF’s culture of mission-driven, highly competent staff who deliver high caliber results. Directly supervise 5-7 senior staff, with regular check-ins
- Work with the administrative team to clarify and update PSRF policies, as needed, and collaboratively communicate that information with staff
- Assess current and future staffing needs across the organization
- Manage hiring, with a focus on diversity, equity and inclusion
- Plan/co-lead Senior Directors meetings, and semi-annual all-staff meetings and gatherings
- Assist in the management, as needed, for PSRF’s office and hatchery spaces at Bainbridge, Seattle, and at the [Kenneth K. Chew Center for Research and Restoration](#) (the conservation hatchery we operate at NOAA’s Manchester Research Station on the Kitsap Peninsula)

Financial & Grant Management

- Work with the Executive Director to create an annual budget for Board review and approval
- Create and refine budgets for inclusion in funding proposals
- Create reports and invoices and ensure that we are meeting contractual deadlines
- Support quarter-close processes, including accounting for expenses and personnel, and reviewing and refining financial reports for quarterly Board of Directors meetings
- Support adoption of systems - e.g., Bill, Little Green Light; gauge need/evaluate new time reporting tools

Strategic Planning:

- Work closely with the Executive Director, Board, and staff to develop a strategic plan in 2025, that will chart the course for the organization over the next several years. The plan will have a focus on creating

in-water solutions that are robust to effects of climate change, and with attention to diversity, equity and inclusion, to support our long-standing partnership with tribal nations, and to expand that work to seek partnerships with other partners.

Development & Engagement

- Support Executive Director, Director Emeritus, Events Coordinator, and additional communications and development staff (to be hired 2025) on communicating and building support for PSRF, through:
 - Supporting the identification and pursuit of funding for new projects and actions
 - Helping develop and disseminate a PSRF Annual Report
 - Sharing work with community groups, media, and other interested parties

QUALIFICATIONS

- Strong commitment to PSRF's mission: To design, test, and spearhead in-water actions to restore Puget Sound's marine habitats, species and waters – for people and place
- Bachelor's degree and 7 years of experience (or equivalent combination of education and experience showing evidence of ability to perform listed responsibilities)
- Proven experience as a supervisor
- Well-established organizational and time-management skills, with proven abilities balancing multiple projects and complex responsibilities
- Strong interpersonal skills, that have facilitated successful work as part of a close-knit team
- Well-established writing skills, including grant writing experience
- Excellent verbal communication skills
- Experience creating budgets and managing finances
- Enthusiasm for problem-solving, and being flexible and adaptable, as PSRF is a fast-paced environment with shifting activities and responsibilities
- Knowledge of Puget Sound or other temperate coastal ecosystems
- Proficiency using Google Suite (Drive, Docs, Sheets) and Microsoft Suite (Word, Excel, PowerPoint)
- A valid driver's license and access to reliable transportation to move throughout the greater Puget Sound region, comfortable driving long distances and navigating the ferry system

This is a full-time, exempt position with an annual salary of \$100,000-\$105,000. The Deputy Director will receive PSRF's suite of competitive benefits. The primary location of the position is flexible, with the expectation that the Deputy Director works at the PSRF office on Bainbridge Island (8001 Day Road West, Ste. B, Bainbridge Island, WA) one day per week, at the PSRF Seattle office (to be opened late 2024-early 2025, likely in Ballard/Magnolia), and at the [Kenneth K. Chew Center for Research and Restoration](#) at NOAA's Manchester Research Station on the Kitsap Peninsula, Washington - one day every other week.

PSRF recognizes that people build skills through all sorts of experiences and welcomes applicants with a wide variety of backgrounds. We warmly welcome candidates from backgrounds that are underrepresented in marine science and restoration to apply. PSRF seeks to create an inclusive and equitable work environment within the organization and in our work with partners. We are committed to supporting and retaining staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

TO APPLY: Please email a resume and cover letter to [hiring@restorationfund.org](mailto: hiring@restorationfund.org). The hiring team will begin to review applications on November 15th; the position will remain open until filled.