



# Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201  
703.842.0740 • 703.842.0741 (fax) • [www.asmfc.org](http://www.asmfc.org)

A.G. "Spud" Woodward (GA), Chair   Joseph Cimino (NJ), Vice-Chair   Robert E. Beal, Executive Director

*Vision: Sustainable and Cooperative Management of Atlantic Coastal Fisheries*

## VACANCY ANNOUNCEMENT

### ATLANTIC COASTAL FISH HABITAT PARTNERSHIP DIRECTOR

**Location:** Arlington, Virginia

**Annual Salary Range:** \$62,000 – \$68,000  
(plus full benefits)

**Duties:** The **Atlantic Coastal Fish Habitat Partnership (ACFHP) Director** is responsible for effectively carrying out a complex array of duties related to fish habitat conservation on the Atlantic coast. The Director supports the ACFHP Steering Committee and its working groups in accomplishing Partnership goals and objectives, based on its [strategic plan](#) and the goals of the [National Fish Habitat Partnership](#). The Director conducts all of the essential functions of ACFHP at the staff level. The position provides staff support, requires coordination of meetings to address ACFHP priorities, and facilitates consensus building among members of the Partnership. The position also provides staff support for the Commission's Habitat Program. The attached position description contains more detailed information.

This position is based in the Atlantic States Marine Fisheries Commission's (Commission) Arlington, Virginia, office and may require occasional overnight travel, primarily along the Atlantic Coast. The Director reports to the Commission's Director of Fisheries Science and works closely with both the ACFHP Steering Committee and the Commission's Habitat Program.

**Qualifications:** A graduate degree in marine, estuarine, or environmental sciences, natural resource science, and management, or other related fields is preferred. Equivalent experience will also be considered. Interdisciplinary preparation in fish habitat management, proficient writing, and speaking abilities, effective outreach, organization, and interpersonal skills, and experience with developing habitat conservation plans should be demonstrated. Grant writing, fundraising and development, and facilitation experience are desirable though not required. United States citizenship is required.

**Application Process:** Please email a resume and cover letter referencing the vacancy number (**22-020**) to Human Resources, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street; Suite 200 A-N, Arlington, VA 22201 ([asmfc-jobs@asmfc.org](mailto:asmfc-jobs@asmfc.org)) by the closing date of November 18, 2022. The vacancy number (**22-020**) must be identified in the subject line.

**Organization Profile:** The Atlantic States Marine Fisheries Commission (Commission) is comprised of the 15 Atlantic coast states under the terms of an interstate compact approved in 1942. The purpose of the Commission, as set forth by Article I of its Compact, is: To promote the better utilization of the fisheries, marine, shell and diadromous, of the Atlantic seaboard by the promotion and protection of such fisheries. As an instrumentality of the 15 Atlantic coastal states, the Commission is employed to coordinate the conservation and management of nearshore migratory fishery resources.

The Commission is an Equal Employment Opportunity employer and welcomes all qualified applicants regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual preference, disability, or any other legally protected status. The Commission is unable to sponsor applicants for work visas.

If you have a disability and need assistance applying for this position, you may call the ASMFC Human Resources office at 703.842.0740 between the hours of 9 a.m. and 4 p.m. ET, Monday – Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.

## **POSITION DESCRIPTION**

**Position Title:** Atlantic Coastal Fish Habitat Partnership Director

**Classification:** Fisheries Specialist II

### **General Description**

The [Atlantic Coastal Fish Habitat Partnership](#) (ACFHP) Director is responsible for carrying out of a complex array of duties related to fish habitat conservation on the Atlantic coast. The Director supports the ACFHP Steering Committee and its working groups in accomplishing Partnership goals and objectives, based on its [strategic plan](#) and the goals of the [National Fish Habitat Partnership](#). The Director conducts the essential functions of ACFHP at the staff level. The position provides support to ACFHP, requires coordination of committee meetings to address priorities, and facilitates consensus building among members of the Partnership. The Director also provides staff support to the Commission's Habitat Program and coordinates with the Fisheries Policy Director on habitat and artificial reef issues along the Atlantic coast.

The ACFHP Director position is based in the Atlantic States Marine Fisheries Commission's (Commission) Arlington, Virginia office and may require overnight travel, primarily along the Atlantic Coast. The Director reports to the Commission's Director of Fisheries Science, and works closely with both the ACFHP Steering Committee and the Commission's Habitat Program. Employment of the ACFHP Director is contingent upon funding being available to support the position.

### **Specific Duties**

Provide primary staff support to implement and accomplish the objectives identified in the ACFHP Conservation Strategic Plan. Coordinate the activities of the ACFHP Steering Committee, Science and Data Working Group, Communications Working Group, and other committees. The Director role requires an adaptable approach to coordinating a diverse Partnership in order to accommodate shifting focus areas and objectives.

- 1) Coordinate the solicitation and science-based selection of local habitat conservation projects designed to protect, restore, or enhance coastal aquatic habitats from Maine to Florida.
- 2) Explore conservation funding opportunities and develop grant proposals, with the assistance of the ACFHP Funding Subcommittee and the ASMFC Director of Fisheries Science, in order to support Partnership activities and increase funding available to habitat conservation projects.
- 3) Develop content and communication tools for targeted fundraising campaigns, in collaboration with Partners and development consultants.
- 4) Serve as the liaison between ACFHP and the National Fish Habitat Partnership (NFHP) Board on activities related to all Fish Habitat Partnerships (FHPs) nationwide, including close collaboration with other coastal FHPs.
- 5) Develop reports for secured grants and implemented projects, and develop annual NFHP assessments of ACFHP.
- 6) Facilitate communication among ACFHP members, including disseminating information and guidance, and coordinate implementation of actions and projects; maintain the ACFHP website, including breaking news releases and project funding opportunities.
- 7) Coordinate ACFHP outreach activities, including presenting at conferences and other external meetings to increase awareness of ACFHP goals and accomplishments.

## **POSITION DESCRIPTION**

- 8) Provide full staff support to the Commission's Habitat Program to accomplish habitat management objectives identified in the annual Action Plan; obtain and organize habitat information for use in Fishery Management Plans.
- 9) Coordinate activities of and provide staff support to the Commission's Habitat Committee, Artificial Reefs Subcommittee, and Fish Passage Work Group.
- 10) Perform other miscellaneous duties to support ACFHP and the Habitat Program.

### **Supervision**

The ACFHP Director reports directly to the Commission's Director of Fisheries Science, and works closely with the ACFHP Steering Committee. The ACFHP Director is expected to exercise substantial independence and initiative in addressing the needs of the Partnership.

### **Work Environment**

Work is performed in an office setting; however, it involves occasional travel, approximately three days per month. The work also involves substantial mental demands and stress, including integrating a number of complex projects and tasks at one time.

### **Overtime**

This position is not qualified for overtime under the Commission's policies. Compensatory time and flexible working hours (with supervisory approval) are available under the Commission's policies. However, the ACFHP Director's position is a salaried employee and is expected to put in the effort needed to make ACFHP initiatives successful.