



ASSISTANT DIRECTOR FOR EXTENSION & KNOWLEDGE MANAGEMENT



Full Job Description

Virginia Sea Grant

Virginia Sea Grant (VASG) is a six-university partnership, funded by the National Oceanic and Atmospheric Administration (NOAA) with matching funds from the Commonwealth of Virginia. VASG is one of thirty-three Sea Grant programs located in every coastal and Great Lakes state, Puerto Rico, Lake Champlain, and Guam. The national university-based network contains over three hundred institutions involving more than 3,000 scientists, engineers, educators, students and outreach experts.

VASG seeks to enhance the ecological, economic, and social sustainability of coastal and ocean communities and the ecosystem services they depend upon. We conduct and fund research, extension, education and communication services; we are a scientific broker, supplying scientific, legal and policy, and technical information to citizens, businesses, educators, resource managers and policy makers. VASG is headquartered in the Virginia Institute of Marine Science (VIMS) at William & Mary, and its partner institutions include: George Mason University, Old Dominion University, University of Virginia, Virginia Commonwealth University, and Virginia Tech. We maintain a portfolio of extension and education providers located at VIMS, William & Mary Law School, Virginia Tech Cooperative Extension, and Old Dominion University.

For more information on VASG please see: <http://vaseagrant.vims.edu/>. For background on the National Sea Grant network see: <http://seagrant.noaa.gov/Home.aspx>.

Assistant Director for Extension & Knowledge Management

The VASG Assistant Director for Extension & Knowledge Management will be a member of the senior management team at VASG, report to the VASG Director, and serve as the extension program leader, overseeing the portfolio of outreach providers. S/he will need to be a strategic leader, with infectious enthusiasm, curiosity, a reflective nature, and great motivation for improving an organizations performance through enhanced information sharing, multi-institutional partnership, and knowledge management strategies. The staff member will need to be a self-starter who can work closely with a highly talented, high performing team of core staff and operational partners (administered through sub-awards), as well as work independently. VASG's Assistant Director for Extension & Knowledge Management will be excited by organizational development, improved performance, and growth in a university setting, with the ability to see the big picture, but to also translate that into concrete action with deliverable results.

Responsibilities

Serve as member of the VASG senior leadership team, reporting to and supporting the Director, and providing strategic input and leadership to the operations of the VASG program.

Serve as VASG's extension program leader and grow, oversee and coordinate the portfolio of outreach providers (VIMS Marine Advisory Services, Virginia Tech Cooperative Extension's Seafood Agricultural Research and Education Center, Old Dominion University Climate Change and Sea Level Rise Initiative, William & Mary Law School's Virginia Coastal Policy Center, and George Mason University's Science Communication Program) and various outreach projects and initiatives. This includes, but is not limited to:

- Set the strategic vision and long-term implementation plan for VASG extension and education, in collaboration with the Director and rest of core management team and in consultation with stakeholders, partner university representatives, and existing outreach portfolio.
- Lead, mentor and support knowledge management practices among the portfolio of outreach providers and across VASG in order to spur innovation and partnerships, and expand capacity and impact.
- Share experiences across communities of practices in Virginia, other state Sea Grant programs, NOAA, and the national Sea Grant network, which contains many content-specific professional networks, on lessons learned, best management practices, innovations, and other insights that could improve VASG programming and operations.
- Organize and facilitate quarterly extension meetings among the leaders of the outreach grantees, in order to advance VASG's strategic operational objectives to promote: partnerships; relevance and impacts from programming; integration across institutions and functional areas (i.e., research, extension, education and communication); and a responsive state, regional and national network.
- Organize and facilitate regular meetings of the External Advisory Committee, including sub-working groups that may support extension and knowledge management activities.
- Shape, in collaboration with the Director, the rest of the core management team, and the VASG advisory members, and then negotiate the detailed work-plans for outreach grantees, and oversee the implementation of the sub-awards.
- Identify and secure funding to support and grow VASG and the outreach portfolio.

Build and manage professional relationships across a broad range of institutions (public agencies, private industry, and NGOs), disciplines, and functions (e.g., research, extension, education and communication), working with staff and leaders at all levels of management.

Guide, analyze, improve, and expand the strategic and tactical operations of VASG's knowledge management infrastructure, including but not limited to:

- Analyze the VASG business model, organizational culture, and current knowledge management infrastructure (both technological and social/procedural).
- Identify gaps in knowledge management and techniques for improving data content, enhancing knowledge capture, and increasing capacity to proactively locate existing knowledge previously unknown to VASG. We are particularly interested in strategies that will spur innovation and create new opportunities and value for our partners.
- Develop and implement a comprehensive knowledge management strategy, in collaboration with VASG staff and in coordination with partners and clients, that leverages and improves upon existing activities and capabilities, and creates a roadmap for future knowledge management investments.
- Leveraging existing events, activities, technologies, and other staff's responsibilities, promote and support the establishment and nurturing of community of practices across the VASG organization. Create the professional environments that stimulate and facilitate both arranged and chance conversations and information exchanges, develop events and process that encourage more deliberative knowledge creation and exchange.
- Assess, design, and recommend organizational incentives and reward systems that encourage knowledge sharing, organizational learning, and innovation.
- Design and implement knowledge management performance metrics, consistent and in collaboration with existing program evaluation systems, and monitoring the organizational performance to enable a reflective, adaptive organization.

Required Qualifications

- Graduate degree in a relevant field, (e.g., information systems, business, engineering, public administration, or related professional or social science discipline; natural or physical science graduates with professional experience with management of multi-organizational networks, knowledge management principles and technologies, process management and implementation, organizational or operational management, or other relevant experience).
- Broad technological competency—sufficiently informed about information systems and technologies (e.g., relational databases, structured query language, recommendation algorithms, MySQL, Filemaker) to evaluate what works, judge when to adopt a technology, appreciate the opportunities enabled by technologies, assess any challenging implementation issues, and oversee and manage their implementation.
- Five or more years of professional experience, preferably experience in multi-disciplinary, university settings.
- Outstanding organizational development skills.
- Exceptional communication, facilitation, and professional relationship-building skills.
- Advanced knowledge of project and program management
- Strong personal initiative, analytical and problem-solving skills, creativity, with an ability to be open-minded.

Preferred Qualifications

- Familiarity with Sea Grant, university-based service organizations, multi-university coalitions, or university operations would be an advantage.
- Grant-writing and fundraising experience a plus.
- Familiarity with coastal/marine science and stakeholder issues
- Familiarity with extension model of translating science to stakeholders.

Salary: commensurate with experience.

To Apply

Please upload a cover letter, CV/resume, and a statement of interest through the William & Mary job board (<http://jobs.wm.edu/postings/20399>); position number FP070V. The statement of interest should be no more than 2-pages and discuss your vision for extension and knowledge management programming in Sea Grant. For example, candidates could discuss what they think are the critical issues facing extension and knowledge management programming in a coastal and marine context, how your skills and knowledge can help address those issues, and what the future looks like for Sea Grant extension. For further questions, please contact Troy Hartley, thartley@vims.edu.

Review of applications will begin **October 1, 2015** and continue until filled.

The College of William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The College is an Equal Opportunity/Affirmative Action employer.