

The Massachusetts Ocean Partnership Fund Job Announcement – Communications/Outreach Manager

The Massachusetts Ocean Partnership Fund (MOPF) is seeking a Communications-Outreach Manager (COM); the new position will be based in Boston, Massachusetts.

MOPF Overview

The Massachusetts Ocean Partnership Fund (MOPF) is a newly established public-private partnership created to advance integrated multi-use ocean management in support of sustainable marine industries and ecosystem stewardship leading to resilient and productive ocean ecosystems in MA state waters. Initiated in 2006 with support from the Gordon and Betty Moore Foundation, MOPF partners - including government decision makers, marine-dependent industry, scientists, and conservation and education organizations - developed a Five Year Strategic Plan to foster collaborative problem solving on ocean management issues and develop information, tools and processes to improve the integration of science with management decision making. MOPF partners are now implementing the Strategic Plan with funding through 2010. For more information, please visit our website at www.mopf.org.

Position Summary

As a member of MOPF's 4-6 staff team, the COM will develop and manage communications/outreach/public relations systems and programs to serve internal partnership needs and to support external communications with broader stakeholders and the media. The position is funded through 2010 with extension possible.

Essential Job Functions

- Work closely with Strategic Communication/Outreach Committee to develop, implement and periodically evaluate a strategic communications/outreach/public relations plan for internal and external audiences.
 - Develop and regularly update outreach information and materials in a variety of media.
 - Manage subcontracted communications services, including RFP development.
 - In coordination with the Executive Director, manage media communication/relations.
 - Optimize MOPF's use of innovative web-based, print and other communications applications, and telecommunications/conferencing technologies for effective meeting hosting.
 - Prepare and deliver presentations; draft press releases and op eds; assist in report preparation.
 - Assist in expanding the partnership in number and diversity.
 - Oversee conceptualization and implementation of MOPF events.
 - Document MOPF progress (in writing and images) for use in outreach materials, reporting, etc.
- Assist the Executive Director and support Committees and Working Groups as needed.

Qualifications

- Expertise developing and implementing effective communications/public relations programs in a politically charged environment. Familiarity with public/private partnerships and complex policy issues preferred.
- Current with communications, public relations and marketing theory, applications and technologies.
- Proven capabilities in complex project and contract management.
- 5-10 years relevant professional experience; advanced degree in a related field preferred.
- Experience working effectively in multi-stakeholder settings.
- Exceptional oral and written communication skills.
- Ability to organize and prioritize workload to meet demands in a fast-paced environment.
- Computer proficiency with word processing, e-mail, the Internet, spreadsheets and databases; familiarity with desktop publishing/graphics programs a plus.

Compensation

Compensation includes a competitive salary and a full employee benefits package.

To Apply:

Please submit a cover letter, resume and writing sample via e-mail no later than 5pm on **2/29/08** to:

Stephanie Moura, Executive Director

MA Ocean Partnership Fund

E-mail: smoura.mopf@comcast.net