

**Megan C. Lee**  
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### **SUMMARY**

- A career centered around conservation & sustainability secured with several highly respected organizations including:
  - Southeast Coastal Ocean Observing Regional Association (SECOORA)
  - The Michaux Conservancy
  - The Navy Yard at Noisette Business District & Community Associations
  - The Urbanization & Southeastern Estuarine Systems (U.S.E.S.) Project
  - The University of Toulouse – Toulouse, France
- Broad generalist skills possessing “hands-on” experience in the following areas:

Financial Management	Grant Management
Employee Selection & Relations	Organization Startup & Development
Public Outreach & Education	Marketing & Fundraising

### **PROFESSIONAL**

**Southeast Coastal Ocean Observing Regional Association (SECOORA) 2011-Present**  
**Business Manager (2011 -2018)/ Chief Financial Officer (2018-Present)**

- Assists the Executive Director in managing the day-to-day finances and other business of SECOORA. Serve as the primary contact and manager for financial, contractual, HR, and administrative issues related to SECOORA operations. Oversees day-to-day management of SECOORA invoices, reports, files, and records. Coordinates activities with the SECOORA Accountant and audit firm.
- Maintain SECOORA member records.
- Leads the annual drafting of the SECOORA operating budget, 2 CFR part 200 audit, and SECOORA’s Indirect Cost Rate application to NOAA (if necessary).
- Staff lead for Finance and Audit, Board Development, and Governance committees.
- Assists with strategic planning efforts of the organization and other support as needed.

**EcoBank Network, LLC 2010-2011**

**Consultant, Executive Team Member**

*The EcoBank Network was a newly formed community development firm focused on local economies and their environments. EcoBank, LLC uses a sustainable holistic approach that transects multiple sectors and disciplines.*

- Advised the organization on nonprofit-based programming among the multiple North American business ventures being explored in the startup phase.

**The Michaux Conservancy 2007-2010**

**Executive Director, Noisette Foundation Leader**

*The Noisette Foundation Program focused on the environmental stewardship of Noisette Creek.*

- Developed the Michaux Conservancy from “concept to design” by creating environmental education programs for residents and students in a 3,000- acre area and by working with the City of North Charleston and other property owners to understand the need for the restoration of Noisette Creek.
- Produced numerous environmental education programs targeted for “at risk youth” such as, The Urban MiniFarm, Neighborhood Storm Drain Marking, and Invasive Species Curriculum, partnering with over twenty-five organizations.
- Identified & evaluated funding opportunities for Noisette Creek Preserve restoration efforts and worked with city staff to write a multimillion-dollar proposal submitted for NOAA Recovery Act Funds.

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- Wrote general proposals with the President resulting in applications to The Heinz Foundation, Place Matters, and The Home Depot Foundation.
- Advised the President & Board at critical points in the development of the Conservancy & Foundation, which revamped key design concepts specifically with The Nature Center.
- Expanded the organization by increasing staffing level from one half-time executive director to a full-time executive director and two AmeriCorps\*VISTA volunteers; led efforts in social media; positioned Michaux with the SC Coastal Information Network and Ashley-Cooper Stormwater Education Consortium.
- Administered general director duties such as presentations at board meetings and assisting with annual budget creation.

### **The Navy Yard at Noisette Community & Business District Associations** **2009-2010**

**Interim Executive Director**, Noisette Co. Leadership Team Member, Marketing Team Member

*The Navy Yard at Noisette is one of the nation's largest, sustainable urban renewal Master Planned Developments.*

- Executed the covenants & restrictions of the Book of Operating Principles for the Navy Yard at Noisette Community & Business District Associations.
- Requested property assessments at the time of parcel purchase and annual dues.
- Promoted Navy Yard businesses through newsletters, website updates, and events.
- Participated as a Marketing Team Member, developing and executing the Navy Yard at Noisette & the Noisette Company Marketing Plans for 2009- 2010.
- Participated as a LEED (Leadership in Energy & Environmental Design) Neighborhood and Development Team Member for the Pilot Program researching wetland-based credits.

### **Masters in Environmental Studies Program, College of Charleston** **2005-2006**

**Policy Research Assistant for Dr. Angela Halfacre**

- Oversaw the College of Charleston's Sustainable Green Building & Native Species Garden Programming including volunteer sessions, tours, public outreach materials.
- Assisted with the creation and execution of focus group exercises and transcriptions for a published manual entitled, *Community Associations & Stormwater Management*.

### **Urbanization and Southeastern Estuarine Systems (U.S.E.S.) Project** **2004-2005**

**Public Policy Research Assistant**

*Acclaimed consortium of scientists from diverse fields all asking the same question, "How do humans affect estuaries?"*

- Helped conduct a case study about the creation and implementation of local municipal Critical Line Wetland Buffer Ordinances. A state funded manual was published.
- Interviewed local stakeholders involved in the process, analyzed transcriptions using quantitative and qualitative research methods, and created GIS maps.

### **The University of Toulouse, France** **2003-2004**

**English Assistant**, *Represented the College of Charleston in an annual teacher exchange.*

- Created curriculum for various classes including conversation classes and an *American Civilization* lecture course. Administered class sizes ranging from fifteen to thirty.

### **The Charleston Museum, Ornithology Intern** **2003**

- Assisted in a study investigating seaside sparrows and rats and their influence on salt marshes. Experience gained in bird netting. Cataloged the museum's historic bird collection.

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**Grice Marine Laboratory, College of Charleston** **2002**  
**Lab Research Assistant**

- Conducted mitochondria DNA research of marine coral through ethanol coral extractions, PCR reactions, PCR purifications, DNA sequencing, DNA analysis, computer programs used- Sequence Applications, Sequence Navigator, Blast, and Paup 4.0

**Student Conservation Association, Wind Cave National Park, SD** **2001**  
**Conservation Intern & Trail Crew Member**

*The leading hands-on conservation opportunity provider for young adults.*

- Led a trail crew team to perform maintenance in backcountry settings at a National Park.
- Conducted various natural resource conservation assessments in the park's cave system and performed restoration in areas. Selected for a team to document a portion of uncharted cave.

### EDUCATION

**The Graduate School at the College of Charleston, M.E.S.** **2006 Graduate**  
**College of Charleston, B.S. Biology, Minor French, Honors College** **2003 Graduate**  
**Severn School, Headmaster's List** **1999 Graduate**

### MEMBERSHIPS / AWARDS / OTHER

**Member, U.S. Green Building Council** **2010**  
**Member, Charleston Young Professionals, Sustainability Subcommittee** **2010**  
**Featured in, Charleston Magazine *Nature's Course*** **March 2009**  
**Nominee, Charleston Regional Business Journal's *40 Under 40*** **2009**  
**Board Member/Community Member, Lowcountry Local First** **2007-2016**  
**Member, Urban Land Institute** **2007-2009**  
**Co-Chair, Boy's & Girls Clubs Lowcountry Chapter, 1<sup>st</sup> Annual Gala** **2007**  
**Manuscript Submitted (USC's Public Policy & Practice)** **2007**  
Barkes, M. & Halfacre, A. Water Quality Protection in Local Communities: Experiences with Creating Wetland Buffer Ordinances in Lowcountry, South Carolina  
**Contributor** **2007**  
Halfacre, A., D. Hitchcock, and J. Shuler, 2007. Community Associations & Stormwater Management: A *Coastal South Carolina Perspective*. Manual.  
**Contributor** **2006**  
Halfacre-Hitchcock, A. and D. Hitchcock, 2006. Critical Line Buffer Ordinances: Guidance for Coastal Communities: Water Quality Improvement & Community Enhancement Series. Manual.  
**Advisor, College of Charleston Sustainable Campus Initiative** **2006**  
**Certified, S190 Wildland Firefighter** **2001**