

SECOORA Personnel Descriptions

Executive Director

- Direct and lead the SECOORA organization, under guidance of the SECOORA Board of Directors.
- Serve as the principal spokesperson for SECOORA.
- Recruit and appoint the chairs and members for the SECOORA Program Committees, with input from the SECOORA Board and staff.
- Recruit and manage a regionally distributed professional staff to conduct and implement activities outlined in the SECOORA strategic and Regional Coastal Ocean Observing System plans.
- Annually evaluate the performance of the SECOORA staff.
- Provide organizational leadership to realize a target level of operational capability.
- With input from staff and SECOORA Program Committees, identify and prioritize user-defined projects that can be used to promote SECOORA.
- Oversee fundraising activities, including grant writing and donor and member relationship development.
- Provide leadership and guidance in the development and implementation of programs (scientific, operational, and business).
- Conduct face-to-face meetings with existing and prospective members of SECOORA to enhance the program's visibility and interactions across the SECOORA network.
- Serve as primary staff liaison to the Board of Directors.
- Serve as the primary liaison to the NOAA IOOS Program Office and the IOOS Association.

Deputy Director

- Lead and manage the Regional Coastal Ocean Observing System:
 - Support and coordinate SECOORA Principal Investigators (PIs), including regular PI conference calls, site visits, and subaward management.
 - Review the SECOORA Regional Coastal Ocean Observing System Plan annually and update, if needed, to reflect changes in the SECOORA observing system. Conduct a 5-year review and revision process for the RCOOS Plan that includes a comprehensive stakeholder review of the document. Incorporate any additions/changes to priority focus areas and observing technologies if needed.
 - Write annual descope proposals / workplan and semi-annual progress reports for timely submission to NOAA IOOS.
- Facilitate SECOORA Science Committee and ad hoc committees. Also facilitate project teams as needed.
- Lead and manage SECOORA's Data Management and Cyberinfrastructure (DMAC) program, including managing the DMAC contractor and assuring compliance with US IOOS standards and requirements.
- Serve as National Environmental Policy Act lead for SECOORA which includes drafting environmental compliance documents for new observing system assets and submission of materials to the NOAA IOOS Environmental Compliance Coordinator for federal review.

- Lead or participate in proposals that align with the strategic priority goals outlined in the SECOORA's strategic plan.
- In coordination with funded observing system operators, ensure operation of observing assets to meet US IOOS requirements and standard operating protocols.
- Serve as the compliance lead to assure SECOORA continues to meet federal Regional Information Coordination Entity (RICE) Certification requirements. Maintain website with compliance documentation for sharing information with the NOAA IOOS program office.
- Assist the Executive Director with outreach activities that increase SECOORA brand recognition in the southeast. Conduct outreach to champion SECOORA at professional meetings and other relevant venues.

Chief Financial Officer

- Provide leadership and oversight for SECOORA financial operations.
- Manage the SECOORA Accountant as well as benefits and other administrative contractors in coordination with the Executive Director (including the annual audit firm).
- Assure SECOORA complies with SECOORA's Financial Procedures as well as Federal OMB 2CFR 200 Guidelines.
- Secure Federal funds from the US Treasury ASAP system into the SECOORA bank account.
- Submit SF425 Federal Financial reports.
- Ensures SECOORA annual audit occurs and is submitted to the Federal Clearinghouse.
- Interface with the Treasurer and the Finance and Audit Committee, develop monthly reports for committee review, lead committee meetings.
- Oversee/manage financial transactions and tracking, timely development of SECOORA annual operational budget as well as the various monthly grant financial reports.
- Monitor subawardees/contractors and their budgets; assure spending is aligned with budgets and Federal contract conditions. Execute contracts for subawardees and contractors.
- Ensure indirect cost rate proposal submission on a timely and annual basis, as required by Department of Commerce and NOAA.
- Assist with submission of Federal proposals.
- Maintain critical documents and records, keep accurate and up-to-date business files for SECOORA (i.e., business license, SAM annual renewal, ASAP access, Grants.gov logins, Board Conflict of Interest forms, membership dues etc.). Work with the accountant to keep Federal records as deemed necessary for audit purposes.
- Annually evaluate the Staff Accountant.
- Lead the Governance Committee.
- Annually review standard operating procedures for organizational management and ensure SECOORA personnel manual is complete and current.

Communications Director

- Provide effective and timely Board of Directors and Members communication. This

includes sending monthly Board emails, drafting and publishing the SECOORA Newsletter, and sending Member email communications.

- Manage the Education and Outreach Committee, including administering up to 3 grant opportunities annually.
- Increase exposure of the organization and expand partnerships by:
 - Publishing monthly news stories on the SECOORA website
 - Hosting partner events and inviting partners to the SECOORA Annual Meeting
 - Host the “Coastal Observing in Your Community Webinar” series and invite partners, SECOORA members, and SECOORA PIs to present.
 - Produce annual outreach materials such as the Annual Report, advertising materials such as rack cards, and one-page documents highlighting SECOORA accomplishments for Congressional offices and stakeholders.
- Support Executive Director and Board member interactions with Congressional members by scheduling visits to Washington, DC and providing information on SECOORA to Congressional staff.
- Lead website design and content development to broaden usage of SECOORA information and products.
- Lead SECOORA’s social medial efforts.
- Serve as meeting planner for all SECOORA annual meetings, board meetings, and workshops.