

Megan C. Lee
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SUMMARY

Megan Lee is the Chief Financial Officer for the Southeast Coastal Ocean Observing Regional Association. As the CFO, Megan is responsible for SECOORA grant management, financial management, and annual audits. Megan manages the contracts for all SECOORA subawardees and leads the SECOORA Finance and Audit Committee, Board Development Committee, and Governance Committee.

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.
- 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.

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- 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.

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.

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- 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**
College of Charleston, B.S. Biology, Minor French, Honors College **2003**

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, 1st 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**