Urban Ocean Lab (UOL) is looking for an experienced Policy Director with deep knowledge and expertise in ocean, climate, and resiliency policy—coastal city experience a plus! We are looking for ‘doers’ who take initiative, enjoy collaboration, are comfortable working independently, and are skilled at balancing and executing competing priorities. Candidates who are BIPOC, women, and LGBTQIA+ are warmly encouraged to apply.

**JOB DESCRIPTION**

**POLICY DIRECTOR: FULL-TIME, REMOTE (IN A COASTAL CITY)**

**ABOUT URBAN OCEAN LAB**

Storms, flooding, rising seas, and erosion fueled by climate change are already affecting coastal cities—disproportionately impacting historically-disadvantaged communities. These changes are sometimes dramatic (like a hurricane) but more often incremental (like sea level rise), which can mask the urgent need for action, and coastal cities remain unprepared for increasing climate risks. UOL is a think tank working with policy makers, scientists, designers, and community organizations to develop rigorous, creative, practical, and equitable climate and ocean policy for the future of coastal cities. Please see [www.urbanoceanlab.org](http://www.urbanoceanlab.org) for more information.

*UOL is an independent operating project of the umbrella organization, Multiplier, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world ([www.multiplier.org](http://www.multiplier.org)).*

**OUR WORK**

UOL develops and analyzes policy to help coastal cities and communities prepare for and adapt to climate change. Our work focuses on five key policy areas: preparing for sea level rise and erosion; protecting and restoring coastal ecosystems; adapting and building more resilient infrastructure; scaling offshore renewable energy; and increasing community resilience. We take a “people first” approach, and our work is guided by the principles and practices of social and environmental justice.

While UOL is involved in wide ranging activities, right now, we’re particularly focused on:

- Developing a "Blue New Deal" for Coastal Cities, drawing on case studies of coastal cities around the world to create a framework with model policies and best practices for climate-ready coastal cities.
- Building an ocean-climate resource hub for the future of climate-ready coastal cities, with fact sheets, case studies, toolkits, memos, and other resources and information.
POSITION SUMMARY
As Policy Director, you will be responsible for supporting the growth of the organization and implementing UOL’s vision by developing and managing our policy projects and partnerships—directing our policy research and leading the creation of our policy products (including frameworks, memos, and more). The Policy Director is a new role and will report to the Managing Director, who reports to the Executive Committee, which is composed of the co-founders.

PRIMARY RESPONSIBILITIES
- Collaborate with the Managing Director and team to help shape UOL’s policy agenda and strategy and help build and lead UOL’s policy portfolio, leveraging your experience developing and analyzing policy, your working knowledge of the broader policy landscape, and your strong network of collaborators.
- Lead the development of UOL’s policy products—including policy frameworks, memos, issue briefs, fact sheets, case studies, and more—through effective planning & management, rigorous research & analysis, and excellent writing & editing.
  - Develop and oversee the implementation of strategic and effective work plans for UOL’s policy portfolio of initiatives and projects, proactively identifying any resource needs and working with the Managing Director to secure them.
  - Track progress towards short- and long-term goals, and regularly evaluate projects to measure success, identifying roadblocks and obstacles ahead of time and working to mitigate them.
- Manage UOL’s policy team, research fellows, and (as applicable) contractors, providing direction and support and creating a collaborative and respectful work environment.
- Work with the Managing Director to build the team and manage future staff, identifying the additional skills or knowledge areas needed to advance our mission and achieve our policy priorities.
- Develop and lead outreach and engagement strategies for our policy initiatives: perform outreach; build and maintain relationships; identify opportunities for mutually beneficial partnerships and follow-through on establishing and maintaining those partnerships.
- Represent UOL’s policy work in meetings and at events, as needed.
- Support the development of public-facing materials and communications campaigns, including creating presentation materials, and developing content and translating complex or technical information into accessible, plain language for diverse audiences.
- Help identify funding opportunities, and write compelling fundraising materials.
- Provide wide-ranging support and thought partnership to the Managing Director, and leadership to the team; be an example of a supportive and helpful teammate and nurture a thriving organizational culture. We are a small team and all pitch in to get things done.

THE IDEAL CANDIDATE
You are a passionate advocate for the future of more climate-ready coastal cities, with a reputation for innovating and leading climate, ocean, and resiliency policy initiatives. You are versatile, tenacious, collaborative, diplomatic, creative, and humble, and have the ability to move
self-confidently through uncharted waters. You are solutions-oriented and able to create enthusiasm and momentum among our team and partners so that we can efficiently implement our overarching goals and objectives. You are a strong and supportive leader, who can also work alongside others. You feel “at home” in a lean start-up environment where you wear many hats, yet comfortable navigating within larger institutional structures and governmental hierarchy.

We recognize that each applicant for this role will bring unique skills, knowledge, experiences, and background to this position, lending their flair to UOL's trajectory. We welcome diverse experiences and perspectives in our applicant pool, and will be looking for candidates who possess many, but not necessarily all, of the following qualifications and experience:

- Working knowledge of local, state, and federal climate, resiliency, and ocean policy, ideally with 6+ years of experience in a policy-related role.
- Expertise in at least one of the following areas: city-level climate policy, urban resilience, ocean-climate issues and solutions. Genuine interest in and understanding of the unique challenges facing coastal cities and communities, a must.
- Extensive program design and management experience: developing and implementing work plans; building and managing teams; setting goals and tracking/reporting progress; proactively identifying and mitigating roadblocks.
- Outstanding research, analysis, and writing skills; strong attention to detail.
- Strong communication and presentation skills, time-management, and interpersonal skills.
- Ability to work in a flexible manner and willingness to undertake other duties as reasonably requested.

**COMPENSATION**
Multiplier provides a comprehensive compensation package, including competitive salary ($110,000 to $130,000, depending on experience), plus excellent medical and dental benefits, retirement savings, and generous vacation and sick leave policy.

**HOW TO APPLY**
Applications will be accepted until the position is filled. Send us your résumé and cover letter to hiring@urbanoceanlab.org with “Policy Director” in the subject line. Please explain why you are interested in this position and our mission, describe your relevant experience and qualifications, and include your salary requirements. We respectfully request no follow-up emails.

**EEO STATEMENT**
Multiplier and Urban Ocean Lab celebrate diversity and are committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. Multiplier and UOL are also committed to providing an environment of mutual respect that is free from discrimination and harassment. Multiplier and UOL prohibit discrimination in its governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual’s income is derived from public assistance, or for any other non-merit based factor.