



NEW BEDFORD PORT AUTHORITY

123 MacArthur Drive TEL (508) 961-3000
New Bedford, MA 02740
WWW.PORTOFNEWBEDFORD.ORG

TITLE: Director, Policy & External Affairs

REPORTS TO: Executive Director

COMPENSATION: Salary Range (\$85,000 to \$105,000)

The New Bedford Port Authority (NBPA) is seeking a qualified, dynamic individual to serve as the Port's Director Policy & External Affairs. The Port of New Bedford is the highest grossing commercial fishing port in the United States and one of the leading ports in the nascent offshore wind industry.

The New Bedford Port Authority's primary charge is to support the Port of New Bedford through the implementation of best management practices over port resources and the development of economic growth strategies. To this end, it is the goal of the New Bedford Port Authority to maintain New Bedford's dominance in fishing, expand existing businesses, and capitalize on new opportunities, such as offshore wind, that will maximize the Port's potential as an economic engine to create jobs and strengthen Greater New Bedford's economy.

1. Function

Under the direction of the Executive Director, the Director of Policy & External Affairs will be responsible for providing substantive review, analysis, and advice on legislative and regulatory issues and other initiatives related to ocean resources such as Offshore Wind, Fisheries and Aquaculture, and any other interests associated with the Port of New Bedford, including environmental permitting, marine construction, and coastal resiliency matters. This position provides strategic leadership, oversight, and outreach related to the NBPA's efforts to engage with key partners at the federal, state, and local levels.

2. Supervisory Responsibility

None

3. Duties & Primary Responsibilities

Internal Operations

- a) Monitor, research, and analyze legislative, administrative, regulatory, and corporate developments on coastal and ocean resource policy
- b) Provide policy synthesis and guidance and generate written products to support the Port Authority and City of New Bedford
- c) Draft testimony, talking points, and briefing materials for a variety of audiences, including the NBPA and City of New Bedford Executive Offices
- d) Draft regular, periodic reports to update Port of New Bedford stakeholders on relevant policy developments

- e) Collect, compile, and analyze statistical data to explore issues, better understand policy impacts and efficacy, and support policy positions
- f) Develop and implement grant funding strategy for policy research projects in coordination with the Executive Director and Grants Administrator
- g) Develop and maintain a budget in coordination with the Executive Director and Director of Finance
- h) Provide guidance and support to Director of Engineering on matters related to environmental permitting and coastal resiliency developments
- i) Provide any and all similar or related work as required or directed by the Executive Director

External Relations

- a) Build and maintain the profile of the Port of New Bedford as a leader in the Ocean Resource & Ocean Economy fields
- b) Collaborate and liaise with federal, state, and local agencies (including NBEDC and NBOC), industry groups, academic institutions, private sector partners, vendors, contractors, the public, and other port stakeholders to create and maintain an active network of meaningful relationships
- c) Engage network of public officials, private stakeholders, and community groups to present the NBPA's work for dissemination and feedback and to solicit viewpoints to inform future research and policy work
- d) Oversee planning and execution of events such as policy breakfasts, symposia, and roundtables to encourage dialogue and ultimately better policies, programs, and practices in coastal and ocean resource policy
- e) Serve as spokesperson with press and media
- f) Lead industry working groups, develop agendas, and conduct meetings to advance and protect the Port's interests in the development of policy
- g) Provide any and all similar or related work as required or directed by the Executive Director
- h) Update job knowledge by remaining aware of new regulations and policies; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional industry organizations
- i) Attend meetings of the NBPA and other public meetings as appropriate

4. Knowledge, Experience, & Minimum Qualifications

- a) Demonstrated ability to research, analyze, and synthesize complex policy information
- b) Demonstrated ability to prepare written documents quickly, clearly, and efficiently
- c) Demonstrated ability to craft and tailor compelling messages for diverse audiences
- d) Demonstrated knowledge of and interest in ocean resource management, marine renewable energy, fisheries, aquaculture, environmental permitting, port & maritime affairs, coastal resiliency, etc.
- e) Excellent oral and written communication and presentation skills

- f) Outstanding customer service abilities
- g) Ability to establish and maintain effective working relationships with elected officials, Commission members, government officials, US regulatory agencies (including BOEM, BSEE, USCG, and NOAA), vendors, contractors, lessees, and the public.

5. Physical Requirements

Some of the employee's time is expected to be outdoors, employee will be exposed to outdoor weather conditions, extremes of heat and cold, moving mechanical parts, toxic chemicals, and other dangerous conditions.

1. Extended periods at computer terminal, telephone, and operating office machines requiring eye-hand coordination and finger dexterity
2. Travel to other ports, exhibitions, and trade shows
3. May be required to lift, move, or push objects which weigh 50 pounds or more as well as climb, stoop, crawl, and kneel for extended periods of time

The physical demands described above are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

6. Instructions for Applicants

Applicants should send a cover letter and résumé to:

Ms Shelly Miranda
Office Manager
New Bedford Port Authority
123 MacArthur Drive
New Bedford, MA 02740
508-961-3000
shelly.miranda@newbedford-ma.gov

The cover letter and résumé should reflect the applicant's qualifications as set forth in this document. Interviews, reference checks, and job-related tests, including a writing sample, may be required. Salary will be commensurate with education and experience. The position will remain open until filled. A CORI (Criminal Offender Record Investigation) review will be conducted prior to selection. The NBPA is an Equal Opportunity / Affirmative Action Employer.