

Sable Points Lighthouse Keepers Association

Position Description

Position: Executive Director

Reports to: Board of Directors

Work schedule: Full time April through October

Part time November through March

Educational requirements: Bachelor's Degree in hospitality management, business management, non-profit management or a related field. Experience writing grants.

Physical requirements: Must be able to climb steps, bend, stoop, sit, and stand and walk up to two miles.

Other requirements: Must demonstrate excellent writing, speaking and presentation skills. Must be organized and detail oriented. Must demonstrate excellent public relation skills and have the ability to develop positive relationships with a wide variety of individuals and organizations. Previous experience working in a non-profit organization is important. Must possess computer skills and be able to use Word, Excel and PowerPoint. Must demonstrate a passion for the historic preservation of lighthouses. It is desirable that the individual know the history of our three lights.

Position purpose: The Executive Director provides leadership for the organization. This person is responsible for presenting the Sable Points Lighthouse Keepers Association to the public in a positive manner. The Executive Director works closely with the Board of Directors to carry out the vision, mission and goals of the organization.

Responsibilities and Duties:

1. Implements the goals, objectives and instructions of the Board of Directors.
2. Presents a positive public image as the leader of the organization.
3. Demonstrates a passion for the historic preservation of lighthouses.
4. Establishes and maintains positive relationships with community and civic organizations.
5. Establishes and maintains positive relationships with SPLKA members.
6. Supervises and evaluates other employees of SPLKA.
7. Recommends policy and procedure to the Board of Directors.
8. Develops budget proposals and monitors all financial affairs of the organization.
9. Collaborates with the treasurer, bookkeeper, accountant and auditors.
10. Ensures compliance with requirements for non-profit status.
11. Prepares and submits required state and federal reports in a timely manner.
12. Prepares and publishes newsletters, advertising, web site content, video presentations and any other publications needed to promote the organization.
13. Recommends and oversees special projects such as construction, property acquisition, historic preservation, etc.

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14. Develops educational programs and works with educators to promote the history of the lights.
15. Plans and implements fund raising activities.
16. Actively seeks and writes grants to fund historical preservation projects.
17. Recruits new members and implements programs for existing members.
18. Works with the Operations Manager to ensure a successful volunteer keeper program at all three lights.
19. Works with Operations Manager to ensure profitability of the gift shop operations.
20. Attends all board meetings, works with President to develop agenda and back up materials.
21. Engages the Board in future planning for the organization.
22. Performs any other related duties as assigned by the Board of Directors.