

Position - Working Harbor Committee Executive Director

The Working Harbor Committee, a nonprofit organization, seeks an Executive Director for a part-time position. The ED is responsible for WHC leadership and administration in public programming, fundraising, marketing, and community outreach in furtherance of the WHC mission of educating people about the past, present and future of our working waterfronts. Qualifications - Bachelor's degree (or demonstrated equivalent experience), with 3-5 years experience in nonprofit/government management. Good leadership and organizational skills, written and oral communication skills, good public speaker. Ability to work well with staff and volunteers; strong knowledge of the NY/NJ maritime community. See www.workingharbor.org. Contact – https://dbinbox.com/WorkingHarborCommittee_ExecutiveDirectorSearch Access Code — StanWell

Responsibilities of the WHC Executive Director

The Executive Director of the Working Harbor Committee reports directly to the WHC Board and is responsible for overseeing the administration, programs (including program initiation), and strategic plan of WHC. Other key duties include fundraising, marketing, and community outreach.

Governance

- . Communicate effectively to Board regarding educational mission, projects, and funding
- . With Board committee, create long range plan with near and long term goals

Financial

- . Report on WHC's financial soundness for Board review, including actual income and expenses, monthly or quarterly cash flow projections, and annual budget
- . Develop appropriate funding sources with Board and staff

Mission and Program

- . Serve as spokesperson for WHC, with Board Chair
- . Hire and retain qualified staff
- . Serve actively as liaison to WHC maritime Community
- . Oversee staff planning and marketing the self-funding Summer-Fall Hidden Harbor tour program and other educational public program and special events, including Youth Tours, Gala, Movie Night, Tug Race
- . Oversee website, blog, and newsletter in furtherance of the WHC mission

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