JOB PURPOSE
The Executive Director is responsible for managing the day-to-day operations of Island Connections, including personnel and fiscal management. The Executive Director is the primary spokesperson for the organization and leads fundraising and grant writing efforts, including the annual appeal and special events. The Executive Director reports directly to the Board of Directors and is an ex-officio member of all Board committees.

PRIMARY DUTIES AND RESPONSIBILITIES

A. FUNDRAISING
   • Identifies prospective new donors and grant opportunities.
   • Develops relationships with key donors.
   • Applies for available grants to maintain continued program funding.
   • Works with the Board on implementing long-term funding, planning goals, and donor stewardship.
   • Coordinates the annual appeal, match campaign and fundraising events.
   • Networks with community businesses and organizations that provide financial support to programs such as Island Connections.
   • Maintains records of all in-kind and monetary donations to Island Connections. Sends recognition letters to all donors.

B. BUSINESS AND FINANCIAL OPERATIONS
   • Assures that the operation of Island Connections is conducted professionally and in a businesslike manner.
   • Works directly with the Treasurer and bookkeeper to ensure financial integrity of the organization. Participates in creating the fiscal budget.
   • Acts in a fiscally responsible manner, paying close attention to the budget and keeping abreast of the financial condition of the organization.
   • Participates in trainings and workshops to enhance skills necessary for the position.

C. PUBLIC RELATIONS
   • Develops and maintains good working relationships with local media outlets to keep the community informed of program activities and events.
   • Develops, maintains, and disseminates program promotional materials.
   • Creates online newsletters and annual reports; maintains website content.
   • Provides presentations to civic organizations and other groups.
   • Builds community partnerships.
D. PROGRAM AND SERVICES
- Networks with the community and area agencies that have clients needing services.
- Responds to requests for service within Island Connections’ mission guidelines.
- Monitors the satisfaction of volunteers and Neighbors.
- Generates data and reports to help evaluate the program and services.
- Monitors use and maintenance of vans

E. PERSONNEL
- Hires, trains, develops, and evaluates all personnel—currently two employees.
- Fosters a climate of mutual respect and teamwork.
- Works with the Board to periodically review staff benefits.

QUALIFICATIONS

Education/Experience: A Bachelor’s degree in a relevant discipline and a minimum of three years related and progressively more responsible work experience in not-for-profit management/organizational structures and budget management, or an equivalent combination of education and experience.

Important Skills and Characteristics: Excellent verbal and written communication skills. Well-developed interpersonal skills and a positive, professional attitude. Excellent organizational and management skills and a working knowledge of fundraising and grant writing. Ability to work either independently or as a member/leader of a team. Proficiency in MS Word, Excel, PowerPoint, and Internet/email software. Ability to work well under pressure and to multitask and prioritize duties. Ability to maintain flexibility and interact with diverse project participants. Willing to enhance skills to meet project needs.

Must have a valid driver’s license and be willing and able to travel around Mount Desert Island and the surrounding region. Must have up-to-date COVID vaccinations.

Desirable: A strong knowledge of the Mount Desert Island Community. Familiarity with Donor Perfect software.

Salary and Benefits: This position is a full-time (40 hours/week) position with starting pay around $55,000 per year, commensurate with experience. Federal holidays and up to 15 days of paid time off. Island Connections offers a $2,500 contribution toward individual health insurance premiums through a Qualified Small Employer Health Reimbursement Account.

To Apply: Send cover letter, resume, and contact information for three references to IslandConnectionsSearch@gmail.com. Applications will be reviewed, and interviews scheduled on a rolling basis. Position will remain open until filled.

Island Connections is an equal opportunity employer.

Island Connections’ mission is to provide free transportation services to older adults and people with disabilities on Mount Desert Island and the surrounding islands. We are “Neighbors Helping Neighbors.”