



# THE CARPENTER'S BOAT SHOP

*Building boats, nurturing lives, helping others*

## **JOB DESCRIPTION: EXECUTIVE DIRECTOR**

### **Primary Purpose:**

The Executive Director is responsible for the financial success, visibility, leadership, and management of The Carpenter's Boat Shop.

Primary responsibilities include strategic planning, fundraising, marketing, hiring and managing employees, scheduling, risk management, spiritual leadership, advising community outreach, and such other responsibilities as assigned by the Board of Directors.

The Executive Director will ensure that the Boat Shop provides high quality instruction and leadership in boatbuilding and restoration, while fostering a community environment focused on respect, responsibility, service to others, and personal growth.

The Executive Director reports to and supports the board of Directors.

### **Examples of Required Tasks:**

#### **Fiscal**

- Prepare the annual budget in consultation with the Treasurer and the Finance Committee for Board review and approval.
- Administer budget including monthly reviews and cost control activities; notify the Treasurer and Finance Committee immediately if/when any budget or cash flow issues arise.
- Direct the operation, maintenance, and improvement of the Boat Shop's physical facilities and equipment.
- Coordinate Boat Shop development and fundraising efforts in conjunction with the Development staff and the Development Committee

#### **Communications, Marketing, and Sales**

- Promote Boat Shop programs through community presentations, regular communications with all stake holders and promotional materials.
- Maintain an open and active presence in the surrounding communities.
- Oversee and routinely update the Boat Shop's online presence, including website (blog and boat listings) and social media platforms.
- Coordinate marketing and sales of Boat Shop inventory in close collaboration with the Marketing Committee.
- Timely respond to buyer inquiries, requests for information, and donations received.

#### **Management**

- Control hiring, firing, training, accountability, and scheduling of employees, and make salary recommendations to the Board in consultation with the Finance Committee.
- Direct employees, volunteers, contract, and seasonal personnel to assure the Boat Shop meets its mission.
- Advise, mediate and support staff and apprentices.
- Facilitate Staff Weeks at the start and end of the apprenticeship year and weekly staff meetings.
- Conduct annual reviews of all program staff (House Manager, Instructors, Journeyperson, Office Manager) and provide timely feedback and recommendations for professional growth.
- Provide staff training and support.
- Inform Personnel Committee of staffing concerns and/or desired changes.

## **Policy and Program Development**

- Work with staff to develop and review programming and curriculum, Apprentice Handbook, and personnel policy; make recommendations to the Board as needed.
- Support the apprentice community and foster spiritual awareness during the nine-month apprenticeship program.
- Provide ultimate accountability for apprentices (the “head of school” role).
- Provide individual transition guidance and support to the apprentices through twice-yearly and as-needed advising meetings, including making referrals to outside professional resources to apprentices during their nine-month apprenticeship.
- Work with the Instructors and House Manager to select each class of apprentices.
- Schedule classes and special events, recruit Instructors and seasonal personnel.
- Oversee a comprehensive summer program, including slate of classes, instructor selection, house management, boarding/dorm use, and facilities oversight.
- Actively engage in Boat Shop community activities provided the administrative priorities of the ED are being met, with priority given to events like Chapel and after-breakfast reflections that benefit particularly from the Executive Director’s regular and engaged presence.

## **Planning**

- Provide leadership and direction in the development of short and long-range Boat Shop business and strategic planning.

## **Skills and Competencies:**

Strategic thinking

Leadership skills

Experiential education expertise

Financial management

Organizational skills

Strong supervisory skills

Teamwork and flexibility

Effective communication and presentation skills

Proficiency in computer and writing skills

Human services skills

Appreciation of Maritime traditions

Knowledge of woodworking and boat building

Comfort in religion or spirituality

**Employment Term:** Full time, 12 months, with scheduled breaks during the apprenticeship year according to the program calendar, plus four weeks paid vacation per calendar year.

## **Compensation:**

Salary set at beginning of each Boat Shop year

Four (4) weeks paid vacation, in addition to scheduled breaks during the apprenticeship year

Health insurance provided

Housing provided

Pension plan provided

All community meals are available

**Reporting:** This position reports to the Board of Directors.