

## Friends of Hog Island Executive Director Job Description

**Overview:** Friends of Hog Island (FOHI) is a small but mighty independent 501(c)(3) nonprofit whose mission is to provide direct financial, in-kind, and volunteer support to the famed Hog Island Audubon Camp in Bremen, Maine, founded in 1936, a short quarter of a mile offshore.

The executive director is the heart and soul of FOHI, providing visionary leadership, strategy, administrative oversight, and serving as the organization's public face to Friends of Hog Island volunteers, the local Midcoast community, and the staff and leadership of National Audubon. It is a hands-on position. The executive director supervises FOHI's one year-round employee, the volunteer coordinator; manages fundraising and (with a contracted bookkeeper) the organization's finances; and reports to the president of FOHI, who chairs the board of trustees. Friends of Hog Island's annual budget is approximately \$175,000.

This is a dynamic, exciting position. The successful candidate will be passionate about FOHI's mission to support the Hog Island Audubon Camp in Bremen, Maine. Applicant should live in or be willing to relocate to the area, to work efficiently from a home office, and to visit the island during three seasons by boat. You will become part of a team that makes the impossible possible with their passion and dedication.

**Position details:** Friends of Hog Island is a small, lean and tightly focused nonprofit. The executive director also

- Manages the organization's year-round, day-to-day operations, with a more intense summer season when camp is in session; visits to the island are required.
- Works with the bookkeeper on checks, payroll and invoices; maintains electronic and computer files; and reviews financial statements in consultation with the board treasurer.
- Manages FOHI's single annual fundraising appeal, which normally occurs in early April, and maintains contact with donors throughout the year by phone, email or personal visit, including sending personal holiday cards to major donors each December.
- Maintains the DonorTools database and writes thank-you notes to donors and volunteers.
- Supervises the volunteer coordinator, whose off-season (October-April) responsibilities include recruiting and scheduling volunteers country-wide to provide on-island support to the camp's operation. During the camp season May through late September, the volunteer coordinator lives and works on Hog Island, directly managing a changing roster of 6-8 fulltime volunteers per weekly session. The executive director meets with the volunteer coordinator at least weekly during the camp season to debrief and troubleshoot any issues and provides oversight and guidance during the off-season.
- Is responsible for FOHI's communications and works with a FOHI volunteer who maintains the organization's website and extensive digital history archive; manages FOHI's social media presence; writing articles for and producing the annual 8-page

newsletter that precedes the spring appeal and articles for the website; producing and updating brochures about FOHI and volunteer opportunities; and collecting material for the digital history archive.

- Liaises with staff of National Audubon's Seabird Institute, which operates the camp, regarding Hog Island finances, staff, and camp operations, including attending monthly virtual meetings, and maintains critical relationships with C-suite-level executives of the National Audubon Society. The director works closely with the FOHI board president and board treasurer, alerting them of any issues or problems, and helps the president organize the spring and autumn board meetings.

**Work requirements:** 15-20 hours/week

**Pay:** \$32,000 - \$37,000 depending on experience

**Start date:** Flexible

**Skills and qualifications:**

- A deep and ideally personal connection to the historic environmental education mission of the Hog Island Audubon camp, and an ability to share that passion with others, inspiring them to provide the support that makes the camp's successful operation possible.
- Initiative and proven ability to manage organizational finances and get along with people.
- Excellent written and verbal communication and technical and social media skills, e.g., Excel, Microsoft, Facebook, Instagram.

To apply send a cover letter explaining why you think this position is a good fit for you. Also send a sample of your writing, such as a short article. Send these along with your resume and three references to [president@fohi.org](mailto:president@fohi.org) or by snail mail to Friends of Hog Island, P.O. Box 242, Bremen, ME 04551.

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