



## **Pleasant Bay Community Boating Seeks Executive Director**

### **Organization Description**

Pleasant Bay Community Boating (PBCB), a non-profit 501(c)(3) organization founded in 2003, is a community center offering boating, marine education, and environmental stewardship opportunities to residents and visitors to the Pleasant Bay region of Cape Cod. PBCB is dedicated to serving all members of the community, including those with physical, developmental and cognitive disabilities, as well as under-served families and at-risk youth.

Since its founding, PBCB has transitioned from a small, grass roots, volunteer-based organization run by a part time staff and a “hands on” Board to a more mature organization with a small fulltime staff, a seasonal staff, an involved board of directors and a strong membership/volunteer base. With the acquisition of a 3.6-acre waterfront facility with 4 buildings, a boathouse and a dock on Pleasant Bay, PBCB expanded its mission to include marine education and environmental stewardship programming. Of special note is the gift PBCB recently has received from the Friends of Pleasant Bay, a floating classroom research vessel, a 37 x 12 foot, solar powered pontoon boat that will greatly enhance marine education and research on Pleasant Bay. PBCB’s fleet includes over 40 boats located at the campus. Current membership is approx. 600. The annual operating expenses for PBCB are expected to increase in the near term due to the acquisition of the waterfront campus, building and site renovation costs, and expansion of program offerings.

### **Position Description**

PBCB’s Board of Directors seeks an experienced Executive Director who will continue to develop PBCB’s programs, reputation and financial stability and lead it during this time of growth, change and opportunity. The Executive Director should have a notable record of leadership and the demonstrated capacity to further develop an organization in fulfilling its mission and achieving financial sustainability. The new Executive Director of PBCB will be passionate about enriching the lives of all members of our community through marine recreation, education and environmental sustainability, with special attention to persons who would otherwise not have the ability to experience the life lessons of sailing, marine education and other water-based activities, including youth and persons with disabilities.

### **Governance, Reporting Structures & General Responsibilities**

The Executive Director is the Chief Executive Officer of Pleasant Bay Community Boating and reports directly to the Board of Directors and its Executive Committee, taking direction and guidance from the Board President. The Executive Director provides leadership to and management of all aspects of organizational activity, including: oversight of programs, administration and operations, revenue centers, fundraising, financial affairs, facilities, Board relations, and external relations. The Executive Director both takes a hands-on role in executing work actions and delegates tasks as appropriate to staff. The current Executive Director is retiring and will be available for transitional assistance.

The staff reporting directly to the Executive Director consists of a full-time Sailing/Program Director, full-time Development Coordinator/Registrar, part-time Science Program Director, part-time Property Manager/Assistant Treasurer, and up to 25 part-time seasonal employees.

### **Additional Specific Responsibilities**

- Oversee the delivery and quality of PBCB's sailing and marine education programs.
- Represent PBCB to the community, private and public funding sectors, partners, and the general public.
- Build relevant partnerships with corporate, civic, municipal, and other organizations.
- Report to and work closely with the Board of Directors to seek its involvement in policy decisions and fundraising, and to increase the overall visibility of PBCB throughout the community.
- Coordinate capital campaigns and annual funds for facility enhancements and to cover operating costs.
- Secure annual corporate and grant funding from a variety of sources including foundations, government agencies and individual donors.
- Oversee and monitor PBCB's fleet and facility maintenance needs and compliance.
- Oversee the rental of PBCB's facilities and equipment.
- Manage, supervise and collaborate with organization staff.
- Oversee improvements to the waterfront Campus.
- Develop, institute and enforce protocols to insure the safety of all members, visitors and their property.
- Oversee the administrative office and support functions. Establish, review and update employment and administrative policies and procedures for all functions and for day-to-day operation. Review and approve contracts for services.
- Coordinate marketing and communications activities of the organization.
- Develop an annual work plan and budget. Review financial reports, provide updates to the Board of Directors and recommend adjustments necessary to ensure sound financial operations.

### **Requirements and Skills**

- Successful management track record (non-profit preferred).
- Exceptional leadership, organizational and interpersonal skills.
- Outstanding written and oral communication skills.
- Proven mentoring and team-building skills including collaboration with and motivation of board members, staff and volunteers.
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting.

- Strong organizational abilities, including planning, delegating, program development and task facilitation.
- Experience in strategic planning and implementation.
- Demonstrated talent and experience in building resources: grant writing, corporate donations, marketing and business development, non-profit fundraising strategies and donor cultivation.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Ability to maintain and develop relationships with community, corporate, and other partners.
- Past success working with a Board of Directors, with the ability to cultivate existing board member relationships.
- Background or interest in sailing.
- BA/BS degree (preferred).
- Working knowledge of office software including: MS Word, Excel, PowerPoint and Quickbooks.

### **Contractual Terms**

- Tentative Start Date: February 1, 2019
- Prior to employment, the successful candidate will have a reference and background check conducted.

### **Scope of Submission**

The proposal and attachments must include the following information:

- Cover Letter
- Resume
- Salary Expectations

### **Mail submittal, electronic preferred, to:**

Jeanne McNett,  
Vice President  
Pleasant Bay Community Boating

[jeannemcnett@gmail.com](mailto:jeannemcnett@gmail.com)

or to her at [Pleasant Bay Community Boating, P.O. Box 21, North Chatham, Massachusetts 02650](#)