



## **POSITION ANNOUNCEMENT**

### **EXECUTIVE DIRECTOR OCEAN PARK ASSOCIATION**

Full-Time, Year-Round Leadership Position

The Ocean Park Association (OPA), established in 1881 as a Chautauqua community, offers a summer assembly of diverse religious, educational, cultural, and recreational programs designed to foster personal growth and strengthen family connections.

### **Position Summary**

The Executive Director (ED) serves as the full-time, year-round leader of the Ocean Park Association (OPA). Reporting to the President of the Board of Directors, the ED is responsible for providing strategic leadership and management of the organization's operations, programs, fundraising, and community engagement, while managing and working collaboratively with staff, OPA members, volunteers, and community stakeholders.

### **Key Responsibilities**

#### **1. Strategic Leadership and Vision**

- Work closely with the Board of Directors to create and define the organization's strategic direction and ensure alignment with its mission, vision, and values.
- Drive the development, implementation, and execution of the organization's strategic plan.
- Lead with vision to anticipate and respond to the community's evolving needs and trends.

#### **2. Fundraising and Resource Development**

- Manage the development and implementation of a comprehensive fundraising strategy to meet annual and long-term financial goals.
- Lead efforts to secure funding through individual and corporate donations, grants, sponsorships, events, and other revenue streams.
- Build and nurture relationships with OPA members, donors, foundations, corporations, and other key community stakeholders.
- Develop and maintain an effective fundraising team, providing guidance, resources, and support for fundraising initiatives.

### **3. Financial Management and Oversight**

- Work with the Board of Directors and Finance Committee to create an annual budget.
- Ensure the organization operates within its annual budget, effectively managing cash flow, and maintaining long-term financial stability.
- Manage financial reporting to ensure compliance with accounting standards and uphold transparent financial practices.

### **4. Program Oversight and Impact**

- Manage the development, execution, and evaluation of programs to ensure they effectively address the needs of the community.
- Monitor, evaluate, and report on the impact of programs and services, ensuring alignment with the organization's mission and goals.

### **5. Board Relations and Governance**

- Assist the Board of Directors in governance by providing the information and resources needed for informed decision-making.
- Assist in the recruitment, orientation, and development of Board members.

### **6. Staff Leadership and Development**

- Hire, train, supervise, and retain a high-performing team.
- Set performance metrics and ensure staff are responsible for achieving organizational goals.
- Provide leadership and direction to all year-round and seasonal staff.
- Support staff in their professional development and provide necessary resources to help them succeed.
- Oversee Ocean Park Realty and the Ocean Park Contract Post Office, creating an environment of collaboration, accountability, and continuous improvement.

### **7. External Relations and Advocacy**

- Serve as the primary spokesperson for the organization, representing its mission and programs to the OPA membership, community, media, and key stakeholders.
- Build and maintain strong relationships with OPA members, community partners, government agencies, and other organizations.
- Champion the organization's mission and promote policies that advance its work and objectives.

### **8. Risk Management and Compliance**

- Ensure the organization operates in compliance with all applicable laws, regulations, and ethical standards.
- Identify and address potential risks to the organization's reputation, operations, and financial health.

## Qualifications

- Minimum of a bachelor's degree preferred, but relevant experience in the non-profit sector may substitute for formal education.
- Proven experience as an Executive Director or in another senior managerial position.
- Strong understanding of non-profit operations, including strategic planning, programs, and financial management.
- Demonstrated successful experience in fundraising and increasing revenue streams.
- An entrepreneurial mindset with outstanding organizational and leadership skills.
- Strong communication skills, both written and verbal, with experience in public speaking and media relations.
- Exceptional problem-solving, innovative thinking, and decision-making capabilities.
- Ability to work with a variety of stakeholders, including Board members, association members, donors, staff, volunteers, and community partners.
- Passionate commitment to the organization's mission and vision.

## How to Apply

Interested candidates should submit a letter of interest, resume, and contact information for three professional references to **Searchcommitteeopa@gmail.com**.

Applications will be reviewed on a rolling basis until the position is filled. Successful candidates will be contacted to schedule an interview.

## Compensation

Commensurate with experience.

**Ocean Park Association**  
PO Box 7296 | 14 Temple Avenue  
Ocean Park, ME 04063  
207.934.9068  
[www.oceanpark.org](http://www.oceanpark.org)  
Find us on Facebook @ [OPAmaine](#)