



### *Position Posting*

## **Executive Director of The Boston Harbor Association**

The Boston Harbor Association (TBHA), the foremost advocacy group working to promote a clean, alive, and accessible Boston Harbor, seeks an exceptional individual to lead the successful growth and development of the organization into the future. Guided by TBHA's 2008 Strategic Plan, and in close coordination with TBHA's Executive Committee, Board of Trustees and President, TBHA's Executive Director will be responsible for the operating, financial, and programmatic success of the organization and will develop and implement the organization's annual work plan, budget and fundraising activities.

### **Specific Duties and Responsibilities:**

*Strategic Plan* – Responsible for the development and implementation of policies, programs, special projects and initiatives consistent with TBHA's Strategic Plan. On an annual basis, this involves working with each Board Committee to establish a Committee Work Plan; developing an annual Master Work Plan that draws from Committee work plans; and seeing through to successful completion. On a longer-term basis, this involves identifying new opportunities for organizational partnership and growth initiatives

*Fundraising Strategy* - Direct, develop, and implement TBHA's overall fundraising strategy to encourage revenue diversification in close consultation with the Development Committee, including TBHA's annual auction, "house parties" and other special fundraising events, corporate solicitations, individual member solicitations, grant solicitations, on-line fundraising, as well as new fundraising strategies. These areas of responsibility shall be done in collaboration and partnership with TBHA's President, but specific responsibilities for staff members should be determined in the Development Committee's annual work plan.

*Membership* - Develop and implement TBHA's membership, recruitment, and retention activities, including programs and events aimed at expanding TBHA's network and attracting new members, in coordination with TBHA's Programs/Membership Committees;

*Community Outreach and Communications* - Develop and implement a community outreach, communications, marketing, and public information program for TBHA, incorporating social networking where appropriate. Work with graphic and web designers and communications consultants, as necessary;

*Financial Management* - Oversee the financial management and accounting of the organization, and work directly with TBHA's Treasurer and Finance Committee. Identify areas of improvement in the utilization of budgeting software and other technologies and techniques for accurate, timely and efficient financial management;

*Technology Development* - Manage and maintain TBHA's websites and web presence to ensure timely, accurate, and informative sites; Utilize up-to-date technology that may support TBHA's programs, activities and communications and implement new applications;

*Board Of Trustees and Board Committees* - Facilitate Board and Committee development and management, including assisting Committees in the development of their annual Committee work plans, setting Trustee and Committee meetings and agendas, recruitment of new trustees, as well as advising, staffing and assisting with the Board and Committee work;

*Staff* - Responsible for hiring, training and supervising staff, interns, and volunteers.

*Reporting:* TBHA's Executive Director will report to TBHA's Chairman, Executive Committee, and Board of Trustees. Close coordination with TBHA's President will be required to ensure that the complementary activities of both the President and Executive Director will reinforce and further the goals and activities outlined in TBHA's Strategic Plan.

### **Organizational Information:**

*Overview:* The Boston Harbor Association (TBHA) is a non-profit, public interest organization founded in 1973 by the League of Women Voters and the Boston Shipping Association to promote a clean, alive and accessible Boston Harbor. TBHA prides itself in its creative and innovative programs that bring together diverse interests to build a consensus for an accessible and environmentally sustainable Boston Harbor and waterfront.

TBHA advocates for greater public access, open spaces, and public amenities along Boston Harbor, monitors water quality improvements and supports the restoration of Boston Harbor beaches for swimming, advocates for a comprehensive and affordable water transportation network throughout the Harbor, educates urban youths about Boston Harbor and related career opportunities, and promotes a "green" Working Port and waterfront. TBHA is also a leader in focusing attention on sea-level rise in Boston Harbor.

*Staff:* Vivien Li has served as the Executive Director of the organization since 1991 and was recently promoted to President. The President and Executive Director are full time positions and will both report to the Chairman. The Executive Director will hire a new part-time administrative assistant. In addition, TBHA typically hires undergraduate and graduate level interns throughout the year as needed to assist on TBHA projects and initiatives.

**Qualifications:**

- A visionary, creative, and inspirational manager with the drive and management ability necessary to achieve outcomes and results;
- Minimum of 10 years of related professional experience, including management experience, preferred;
- Undergraduate degree required; graduate degree preferred;
- Demonstrated track record of fundraising success with foundations, corporations and/or individuals preferred;
- Organizational budget and finance experience;
- Experience working with a diverse Board of Directors / Trustees;
- Working knowledge of the environmental issues and regulations that affect Boston Harbor and the political landscape and waterfront development processes in Boston preferred;
- Non-profit or other public sector experience preferred; and
- Educational programming experience preferred.

**Benefits:**

Competitive salary, commensurate with experience. Other benefits include health coverage, retirement plan, paid holidays, vacation and sick time.

**How to Apply:**

Electronically submit to [TBHASearch@gmail.com](mailto:TBHASearch@gmail.com) a current resume that summarizes all relevant education, professional experience and qualifications accompanied by a detailed cover letter to:

1. Highlights the skills and qualifications that best demonstrate applicant's likely ability to successfully manage, lead and grow The Boston Harbor Association; and
2. Summarize applicant's overall approach to managing, leading and growing the organization.

**Application deadline: June 10, 2011**

No phone calls please.

*The Boston Harbor Association is an equal opportunity employer  
and actively seeks a diverse pool of candidates.*