



440 Old County Rd, Pemaquid, ME 04558



POSITION PROFILE

**EXECUTIVE DIRECTOR**

*Building boats, nurturing lives, helping others*



# Position profile - Executive Director

## About the Carpenter's Boat Shop



### *Programs include*

- nine-month tuition-free apprenticeship
- short public-facing courses
- boat restoration and sales
- community service projects
- artist-in-residence

Grounded in hands-on learning and shared purpose, the Carpenter's Boat Shop offers a nine-month, tuition-free apprenticeship that integrates traditional wooden boatbuilding, seamanship, community living, and service. The apprenticeship, together with opportunities for community engagement and learning through public-facing courses and volunteerism, creates a vibrant intergenerational hub focused on service to others on the Pemaquid Peninsula.

## The Opportunity

The Carpenter's Boat Shop seeks a **mission-driven Executive Director** to lead its people, programs, and partnerships. The Executive Director will be a community-minded leader who values learning through shared work. This is an opportunity to guide an organization rooted in woodworking, seamanship, and service—building on the vision of founders Ruth and Bobby Ives while ensuring a strong and sustainable future.

Working with the Board of Directors, the Executive Director advances the mission and long-term sustainability of the Boat Shop by cultivating shared purpose among the staff and guiding a comprehensive development strategy. The Executive Director supervises three staff members—the Apprenticeship Program Director, the Fleet & Facilities Manager, and the Development & Marketing Coordinator—who, in turn, supervise two boatbuilding instructors and a house manager. Together with many volunteers, the team advances the Boat Shop's programs and supports its community life. The Executive Director also represents the Boat Shop to local and national audiences, strengthening partnerships and sharing the values that define the organization.

**This is a full-time, year-round position with salary and benefits, based in Pemaquid, Maine.**



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## Core Responsibilities

### Organizational Leadership & Staff Support

- Foster a culture of respect, collaborative learning, and shared purpose among the staff, apprentices, and community members.
- Oversee and actively engage in day-to-day operations.
- Provide supportive supervision of staff members with an emphasis on growth and alignment with the Boat Shop's values of community, stewardship, and service.
- Ensure that organizational operations, including HR practices and general administrative systems, support a healthy and accessible educational community.

### Development, Fundraising & External Relations

- Lead organizational fundraising efforts in partnership with the Development & Marketing Coordinator and the Board Development Committee.
- Cultivate donor relationships, identify new funding opportunities, and steward existing supporters.
- Oversee communications and outreach to promote external visibility and increase community engagement.
- Cultivate partnerships with local schools, educational organizations, businesses, and the maritime community.





## Core Responsibilities continued

### Program Oversight & Community Engagement

- Support and expand the apprenticeship, short public-facing courses, the artist-in-residence program, and boat donation and repairs.
- Uphold the Boat Shop's ethos of community life, shared meals, and service to others.
- Ensure that community engagement, including local partnerships, service projects, and open-house events, remains central to the Boat Shop's mission.
- Encourage innovation while maintaining the high standards of craftsmanship, seamanship, and hospitality that define the Boat Shop.
- Support the "Friends of the Boat Shop," a dedicated group of volunteers who craft items for sale in our gift shop, contribute to facility maintenance, and work on select restoration or boat-building projects.



### Financial Stewardship

- Develop and manage the annual budget with transparency and accountability.
- Oversee sound fiscal systems and ensure compliance with nonprofit standards.
- Monitor financial performance and advise the Board on key economic trends and needs.

### Board Partnership & Governance

- Work closely with the Board Chair and committees to implement strategic goals and organizational priorities.
- Provide accurate, timely reports to support effective Board oversight and decision-making.
- Collaborate with the Board on fundraising, policy development, and long-term sustainability initiatives.
- Foster a culture of mutual trust, communication, and shared leadership between the Board and staff.



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## Qualifications

- Demonstrated leadership in nonprofit, educational, or mission-driven settings —ideally within craft, maritime, or experiential learning contexts.
- Proven experience in fundraising, donor cultivation, and community engagement.
- Strong communication and interpersonal skills; ability to inspire trust, collaboration, and shared purpose.
- Financial literacy and comfort with budgeting and reporting.
- Appreciation for woodworking, maritime craft, sailing, seamanship, and experiential education.
- A grounded, community-oriented approach to leadership.
- Interest in or comfort living and working in a close-knit, community-centered environment.



## Location

The Boat Shop sits on 40 acres of land, 18 miles down the Pemaquid Peninsula and just five miles from the Pemaquid Point Lighthouse. Our campus borders the 140-acre Crooked Farm Preserve, with trails and access to the Pemaquid River. Three miles away, the protected harbor in Round Pond, is home to the Boat Shop's summer fleet and the launching place for newly built skiffs.





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## Terms and Compensation

- **Full-time, year-round position** based on campus in Pemaquid, Maine.
- Preferred start date is Spring 2026 (flexible for the right candidate)
- Salary is commensurate with experience (range: \$50,000-\$65,000).
- The position includes a generous retirement plan, health insurance, housing, paid time off, and meals during the apprenticeship.
- **The total compensation package is valued at up to \$125,000.**



Illustration by Sammy Berry Loper | 2024

**Housing is provided** in a dedicated two-bedroom, single-family home adjacent to the Boat Shop campus.



## How to apply

- **Submit a résumé and cover letter** describing your interest in and alignment with the Carpenter's Boat Shop mission to: [jobs@carpentersboatshop.org](mailto:jobs@carpentersboatshop.org)
- Include **"ED 2026 Application"** and your **first and last name** in the subject line.
- Review of applications will begin on January 2, 2026, and continue until the position is filled.

## The Carpenter's Boat Shop is an equal opportunity employer

The program and its Board of Directors do not discriminate on the basis of race, ethnicity, gender, sexual orientation, disability, national origin, political affiliation, or religious beliefs. Diversity and inclusion are vital to the Boat Shop's mission, values, and practice. We welcome and support apprentices, staff, and community members of all backgrounds, experiences, and perspectives.

