

**Executive Director, Ocean Park Association
Ocean Park, ME 04063**

Ocean Park Association (OPA), a nonprofit association, is seeking a candidate for the position of Executive Director. OPA conducts a Chautauqua program with an annual budget of approximately \$500,000.

Responsibilities:

Manage the affairs of the Association, including business functions, financial, development, marketing, public relations and programming to create an effective and efficient organization.

Coordinate and implement the religious, cultural, educational and recreational programs of the Association, in concert with the Board of Directors.

Work closely with Board Committees, staff and as a liaison to allied organizations to ensure effective program coordination and use of all OPA facilities.

Represent the OPA mission and program to its donors and members, the local community and wider community at large.

Facilitate strategic planning in concert with the Board of Directors.

Qualifications:

Bachelor's degree or higher, preferred.

Experience in non-profit leadership.

Ability to communicate effectively in personal, written and electronic context.

Effective presenter and communicator with both small and large groups.

Demonstrated ability to work in a team environment with both committees and staff.

Training or experience in supervision and evaluation of staff.

Skilled in program and budget development.

Ability to plan and implement programs in a religious environment.

Possess maturity and high level of energy.

Ability to demonstrate commitment to the purpose and mission of the Ocean Park Association.

Compensation: Salary and benefits based on qualifications and experience.

Application deadline: June 4, 2007

Email cover letter and resume to: Search Committee, OPA
OPKSEARCH@AOL.COM

USmail: Sheila Hardy, Chair
OPA Search Committee
P. O. Box 4111
Chelmsford, MA 01824

For more information about Ocean Park, visit www.oceanpark.org

E.O.E.