



## **PRESIDENT AND CEO JOB DESCRIPTION AND QUALIFICATIONS**

Schoodic Institute at Acadia National Park is seeking an experienced leader with a strong understanding of and a commitment to science, education and conservation. An ideal candidate to serve as its next President and Chief Executive Officer (CEO) would be a talented, strategic leader with a vision to build a regionally, nationally, and internationally recognized institution with a strong scientific and educational mission.

### **ABOUT SCHOODIC INSTITUTE**

Schoodic Institute at Acadia National Park is a 501(c)3 nonprofit organization with a mission to advance ecosystem science and learning for all ages through a unique partnership with Acadia National Park. Schoodic Institute was created as Acadia Partners in 2004 by a group of visionary leaders after the former Navy Base on Schoodic Point was returned to the National Park Service for use as the Schoodic Education and Research Center (SERC). Over the last ten years federal funds and generous private donations have been used to transform the 90-acre campus into a state-of-the-art facility with classrooms, laboratories, meeting spaces, an auditorium and a variety of lodging options. The organization has grown to a staff of 24 year-round and 30 or more seasonal employees. The Institute also administers the new Schoodic Marine Center, an independent LLC, which will expand opportunities for marine research and on-the-water experiences.

One of Schoodic Institute's goals is to become an international leader for research that inspires environmental stewardship while continuing its commitment to local and other Maine communities. The current research agenda focuses on ecosystem science and environmental change and offers many opportunities for professionals, students and citizen scientists to participate. The Second Century Stewardship Initiative, a partnership with the American Association for the Advancement of Science and the National Park Service, supports research fellows in Acadia National Park and is developing strategies to help scientists communicate effectively. Through its wide range of education programs the Institute works with Acadia National Park staff, university professors, educators and many others to provide learning for all ages. Every year Schoodic Education Adventure brings over 700 Maine middle school children for a three-day residential experience in a National Park. Other programs involve university partnerships to improve STEM education in school districts across Maine and welcome US and international groups interested in research, education, conservation and our changing environment.

## RESPONSIBILITIES

Schoodic Institute's President/CEO serves as its chief executive officer and, in partnership with the Board of Directors, is responsible for its success. The person in this position is expected to provide the vision, strategic direction, and organizational leadership to advance the Institute's mission. The President/CEO is expected to furnish the leadership and expertise to secure financial support to meet program and operational needs from public agencies, foundations, and individuals. The President and CEO reports to the board through the chair.

An effective President and CEO will inspire all of those in the organization, as well as its supporters and partners, to advance the mission of the institute. He or she leads an excellent and dedicated staff; partners with Acadia National Park leadership; and works with an array of other partner organizations and supporters to realize the full potential of Schoodic Institute and the Schoodic Education and Research Center.

Schoodic Institute is a growing and complex organization. The President and CEO is responsible for, and oversees, many facets of its operations, including:

- **Vision and Leadership:** Leads strategically with the vision to build a regionally, nationally and internationally recognized institution and has the ability to inspire all those in the organization to work effectively to advance the Institute's mission. Facilitates board operations and works effectively with its members and committees. Works well with a dedicated staff to promote teamwork and guide their professional development.
- **Strategic Partnerships:** Successfully manages and develops strategic relationships with Acadia National Park and other partners at the national, state, and local levels. Contributes to leadership of other collaborations, including with the American Association for the Advancement of Science, Maine Coast Heritage Trust, Friends of Acadia, the Downeast Conservation Network, and Environmental Living and Learning for Maine Students.
- **Program Development and Management:** Provides leadership and oversight in the development and implementation of research, education, and conservation programs. Works effectively with its partners (American Association for the Advancement of Science and the National Park Service) to meet the Second Century Stewardship's goal of providing high-quality science for America's National Parks. Oversees a wide range of programs in ecosystem science, education, science information management and citizen science.
- **Fundraising:** Works with the board, Advancement Committee, and staff to develop fundraising goals and strategies and oversees their implementation. Personally provides leadership in cultivating and soliciting major donors and fosters major donor relationships. Leads and oversees grant proposal development, writing, submission and reporting.
- **Schoodic Marine Center:** Works with the leadership of the Center, a separate LLC which has a long-term lease on a local marina, to assist in its management and development.
- **Executive Management:** Represents the Institute in all policy matters, exercises supervision and control of its affairs, and ensures legal and regulatory compliance. Leads the staff of a

growing organization, including 24 year-round and 30 seasonal positions. Manages a \$2.6 million annual budget, ensuring the implementation of appropriate financial controls and procedures, and provides accurate and timely financial reports. Collaborates with the Investment Committee to manage and grow the Institute's \$3 million endowment. Oversees the operations staff that manages meals and housing for program and conference participants.

- **Outreach and Communications:** Serves as the primary spokesperson ensuring that the Institute and its mission, programs and services are consistently presented strongly and positively. Oversees the content, production and distribution of all marketing materials, publicity and social media content.

### **PROFESSIONAL EXPERIENCE AND QUALIFICATIONS**

A range of qualifications will be considered for the President/CEO, but a strong commitment to science, education, and conservation is required. An ideal candidate would be a talented leader and strategic thinker capable of shaping and building an institution with a scientific and educational mission. He or she should be comfortable and successful at raising funds, skillful in building close working relationships, and an articulate spokesperson with proven communication skills.

The Institute places a high priority on:

- A history of progressively more responsible leadership and management experience with a proven ability to collaborate and work with diverse partners and stakeholders;
- A background in science and education and a strong commitment to engage with researchers, scholars and educators;
- Strong written and oral communication skills;
- An ability to inspire potential donors and supporters to invest in building the Institute's programs and endowment, and with a proven track record of raising money.

### **WHY SCHOODIC INSTITUTE**

The President-CEO position presents a challenging opportunity to join a young but established organization whose long-term goal is to transform ecosystem science and learning for all ages. Schoodic Institute at Acadia National Park operates within a unique public-private partnership with the National Park Service. Through this and other partnerships, the Institute represents a bold vision for the future of environmental education and research. Private philanthropy and grants enable the Institute to leverage its partners' investments and have a greater impact on critical issues that face our parks and planet.

The Institute also represents an unparalleled opportunity to work and live in one of the most scenic regions of the country. Schoodic Institute is uniquely situated at the end of Schoodic Point within what is called "the quiet section" of Acadia National Park. In 2015, through a generous donation, this region of the Park expanded to include an additional 1,400 acres of

woodlands, a campground, trails and bicycle paths. The Institute also has a long-term lease on a nearby marina, access to a neighboring forest, excellent facilities including laboratory and teaching space as well as housing. With its proximity to the shore, woodlands and sea, and location within a National Park, it is an ideal place for science and education in many domains, including tracking long- and short-term changes in ecology and climate.

The Schoodic Peninsula also offers an outstanding quality of life. It is located approximately 45 miles by land and five miles by sea across Frenchman Bay from Bar Harbor. Winter Harbor and Gouldsboro, the two small communities on the peninsula, offer extremely high quality of life, affordable cost of living, outstanding outdoor recreation and a vibrant arts community while remaining within close proximity to larger population centers such as Ellsworth (20 miles) and Bangor (50 miles).

## **OTHER PERTINENT FACTS**

Hours: Full time. Requires occasional weekend or evening work and travel.

Compensation: Competitive salary dependent on experience. Benefits include vacation and medical leave, health insurance, retirement plan contribution and an outstanding work environment within the Schoodic Section of Acadia National Park.

The Institute is able to provide temporary housing in Winter Harbor to facilitate transition and relocation.

For more information about Schoodic Institute at Acadia National Park please visit the Institute's web site at [www.schoodicinstitute.org](http://www.schoodicinstitute.org) and consult the 2016 Annual Report at [www.schoodicinstitute.org/about/key-documents](http://www.schoodicinstitute.org/about/key-documents).

## **TO APPLY**

Please send a resume and cover letter (as a .pdf attachment) to [ceosearch@schoodicinstitute.org](mailto:ceosearch@schoodicinstitute.org).

Applications will be accepted and reviewed by the Institute's Search Committee until the position is filled.

*Inquires may be directed to CJ Langley at 207-288-1385 or [CJLangley@schoodicinstitute.org](mailto:CJLangley@schoodicinstitute.org).*

*Schoodic Institute is an Affirmative Action/Equal Opportunity Employer. Women, minorities, veterans and persons with disabilities are encouraged to apply.*