****Corn Hill Waterfront and Navigation Foundation

P.O. Box 373

Pittsford, NY 14534

585-662-5748

www.sampatch.org

**Position Opening**

**Executive Director**

Since 1991, nonprofit Corn Hill Navigation has fostered the improvement and sustainability of the Erie Canal and Genesee River by connecting more than 350,000 residents and visitors to the area’s historic waterways through guided boat experiences and educational programs. Aided by a recent award of state funding from the ROC the Riverway program, CHN is poised to expand its operations by launching a boat on the Genesee River downtown that will join its existing boat, the *Sam Patch*, now operating on the Erie Canal at Pittsford. CHN seeks an experienced, creative and dynamic Executive Director to lead this exciting new phase of growth of its organization.

The Executive Director will have overall strategic and operational responsibility for CHN’s programs and administration in pursuit of its mission. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

**OVERALL FUNCTIONS AND SPECIFIC RESPONSIBILITIES:**

**1) Board Liaison:** Work with the Board of Directors to define and fulfill the organization’s mission and its responsibilities for governance, fund raising and community connections.

* Support and participate in the development and maintenance of a strong Board of Directors, including building Board involvement in the establishment of strategic direction
* Provide in a timely and accurate manner all information necessary for the Board to fulfill its responsibilities, including informed strategic decision-making
* Serve as ex-officio member of all committees, ensuring appropriate support is provided for the functioning of each

**2) Financial Performance and Viability**: Develop resources sufficient to ensure the financial health of the organization.

* Ensure the fiscal integrity of Corn Hill Navigation, including submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the organization’s financial condition
* Maintain a positive organizational financial position, operating within the approved budget, and ensuring maximum resource utilization
* Develop revenue-generating and fundraising activities to support program, operations, and expansion

**3) Organization Mission and Strategy:** Work with Board, staff and volunteers to ensure mission fulfillment through strategic planning, programs and community outreach.

* Ensure that CHN maintains and implements a future-focused strategic plan, including data-based evaluation of strategic outcomes
* Build the CHN brand through creation & oversight of a comprehensive marketing/communications plan, active & visible community participation, development of partnerships in key markets and establishment of relationships with funders, political and community leaders. Serve as CHN’s primary spokesperson

**4) Operations:** Ensure that CHN program and support operations are guided and evaluated by an annual plan consistent with the strategic plan.

* Oversee Corn Hill Navigation’s on-going operations, including compliance with regulatory and licensing requirements
* Supervise Director of Business Operations and Director of Marine Operations
* Oversee design and implementation of programming
* Establish employment and administrative policies and procedures for all functions related to CHN’s day-to-day operations
* Sign notes, agreements, contracts and other instruments made and entered into on behalf of the organization, consistent with CHN policies

**5) Other Duties As Assigned by Board of Directors**

**Professional Qualifications:**

The ED will be thoroughly committed to CHN’s mission. All candidates should have proven high integrity, leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

* Bachelor’s degree; minimum 5 years’ managerial experience, preferably in not-for-profit sector
* Action-oriented, entrepreneurial, adaptable and innovative approach to business planning and program development
* Proven, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
* Strong organizational abilities including planning, delegating and supervision
* Effective public speaking skills; ability to convey a vision of CHN’s strategic future to community, staff, board, volunteers and donors
* Positive fundraising track record
* Experience in working with a board of directors to cultivate and develop productive relationships
* Strong written and oral communication skills
* Ability to interface with and engage diverse volunteer and donor groups
* Demonstrated ability to oversee and collaborate with staff

**Salary and Benefits**

* Salary commensurate with experience and other qualifications
* Quality benefits package includes health care and paid time off

**How to Apply**

Submit a resume and cover letter that addresses why you are excited by this position and why we should be excited about you. Please provide your salary requirements. The position will remain open until filled.

**Send materials to:**

Dr. Lisa Wing, ED Search Committee Chair

420 Sundance Trail

Webster, NY 14580

CHNEDsearch@gmail.com