



North Maine Woods, Inc.
PO Box 425, 92 Main St, Ashland, ME 04732
"Experience the Tradition"



EXECUTIVE DIRECTOR

Ashland, Maine

North Maine Woods, Inc., a Non-Profit Corporation, is currently seeking a motivated, reliable, and highly qualified individual to serve as our Executive Director at our Ashland, Maine headquarters. NMW oversees & manages the recreational use of approximately 4 million acres in northern and northwestern Maine on behalf of various private and public landowners. The primary goal of NMW is to provide safe, well-managed public access (both day-use and overnight camping) in the remote region to over 100,000 visitors per year.

POSITION OVERVIEW

The Executive Director is responsible for overseeing the administration, programs, and strategic direction of North Maine Woods. The ideal candidate for this role has a hands-on background managing a large staff and has a passion for outdoor recreation. The Executive Director reports to the Board of Directors and ensures that the Board's goals are met efficiently and effectively.

RESPONSIBILITIES

The Executive Director's primary responsibilities include the following:

Business and Financial Management:

- Develops and manages annual operational budgets.
- Prepares monthly & annual financial reports to the Board of Directors.
- Works with outside accounting firm to prepare annual financial reports, prepare income tax returns and see that proper accounting methods are maintained.
- Carries out checkpoint and office audits on a periodic basis to assure accurate accounting of all revenue and expenses.
- Serves as Secretary/Clerk of the Corporation. Responsible for recording and maintaining meeting minutes and properly maintaining other corporate documents.

Leadership of Day-to-Day Operations:

- Hires and oversees duties of other direct management staff – Assistant Director, Office Manager, Checkpoint Operations Manager and Commercial Use Manager.
- Assists other managers to fill seasonal staff positions (this includes 26 checkpoint receptionists and 10 campsite technicians in NMW as well as 13 receptionists and campsite technicians for other regions managed by NMW).
- Develops and implements company policies & procedures.



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Recreational Management within Private Woodland Areas:

- Oversees authorized and fire permit campsite program in coordination with Assistant Director.
- Provides necessary management programs as required from time to time in response to forest fires, bear bait site program, dog sled races, etc.
- Assists landowners, logging camp owners, game wardens and fire wardens in protecting their property & interests.
- Addresses security, minimizes theft, arson and other improper use of the area. Devises remedial actions for any identified issues.

Public Relations:

- Participates in public relations programs, engaging interested groups to inform them of North Maine Woods' purpose and history.
- Keeps informed of changing governmental programs or policies that affect the Corporation and the public's use.
- Oversees the Corporation's marketing and outreach efforts.
- Develops and maintains positive relations with surrounding communities, stakeholder groups, and policy makers.

STRONG PREFERENCES

Preference will be given to candidates that demonstrate a strong passion for outdoor recreation, have experience leading a large staff, can be a strong advocate for landowners & sporting guides, and show an aptitude for verbal and written communication, presentation, and relationship development.

COMPENSATION & BENEFITS

North Maine Woods offers competitive pay and comprehensive benefits package, including: paid vacation & holidays, health & dental insurance, life & disability insurance, and 401(k) retirement contributions. North Maine Woods is an Equal Opportunity Employer.

APPLICATION PROCESS

Interested candidates should send a cover letter and resume to Ben Carlisle, President of North Maine Woods. Applications can be submitted via e-mail to: nmw@prentissandcarlisle.com, or by mail to: P.O. Box 637, Bangor, ME, 04402-0637. Applications will be accepted until June 15, 2021.