



# EAGLE ISLAND, INC.

An unplugged island experience

## Seeking Executive Director: Eagle Island, Inc.

*We encourage applications from Black, Indigenous, and other People of Color, as well other minoritized and underrepresented groups.*

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### **About the Organization**

Established in 2011, Eagle Island, Inc. is a non-profit that hosts a youth summer camp and other programs on our 31-acre island on Upper Saranac Lake, NY. The island's buildings are a spectacular National Historic Landmark with renovations in progress. Founded by a grassroots alumni and friends group, the organization was formed to purchase the property and continue its 70-year camp tradition into the future. We believe that camp is a life-changing experience that should be accessible to all regardless of ability to pay, and we are committed to advancing diversity, equity, and inclusion in all we do. Camp ran successfully in 2019 and 2021, and plans are in place to expand the size and scope of our offerings. Please visit [eagleisland.org](http://eagleisland.org) to learn more about us and our mission and vision.

### **About the Position**

In this full-time position, the Executive Director will have chief responsibility for all activities pertaining to the day-to-day operations and growth of Eagle Island, Inc., including fund development, communications, finance, property management, and staff management. Many duties will be in collaboration with a Board of Directors, full-time Camp Director/Assistant Executive Director (who oversees camp staffing and youth camp operations), dedicated committees, and volunteers. Location is flexible, but visits to the property and local area are essential throughout the year.

The ideal candidate is a proven leader, community builder, and an operationally-oriented collaborator with an entrepreneurial mindset. They will have a passion for youth programming and development, and a desire to work with Eagle Island's multi-generational and diverse community. This candidate will seek to advance the organization's breadth and depth of work, build and manage a sustainable financial strategy, actively seek and manage strategic partnerships/opportunities in support of our mission, and oversee construction contracts, grant management, and complex projects.

They will serve as the ambassador of the organization, partner with the Board to set strategy, model the vision and values, and ensure the organization's commitment to creating a welcoming, safe, fun, and respectful environment for campers, staff, and volunteers.

## Essential Qualifications

- The ability to cultivate and manage relationships with a wide range of people, including a Board of Directors, volunteers, donors, contractors, and external organizations.
- Strong project management experience, initiating and overseeing multi-phase projects to completion.
- Ability to set and manage a budget, working in concert with a Board of Directors.
- Direct experience with development or related sales experience, including leading fundraising activities to support growth by sourcing, attracting, and retaining individual, corporate, private, and government funders.
- Experience leading and managing multiple direct reports.
- Comfort working in an entrepreneurial environment.
- Creative and strategic problem-solving skills, with a tolerance for changing priorities.
- Grace under pressure and a sense of humor.
- Experience fostering relationships with volunteers and recognizing their contributions.
- Familiarity and comfort with learning technical tools, including GSuite, CRM, Quickbooks, and Zoom.
- Bachelor's degree or equivalent work experience.

*Hopefully after reading the job description you have a solid idea of the spirit of this role. If you feel in your bones you are the right person for this job, we welcome you to apply, even if you do not meet every qualification.*

## Specifics

*Start Date:* Immediate

*Location:* Flexible/work from home. Visits to Saranac Lake, NY area, to the Island property and to cultivate and maintain relationships, are essential and will likely include 5 to 10 trips annually.

*Compensation:* \$65,000-\$75,000, commensurate with experience. Benefits include retirement matching, paid vacation time, and medical coverage.

*Reports to:* Eagle Island, Inc. Board of Directors

**To apply, send resume and cover letter detailing your interest in this position to [apply@EagleIsland.org](mailto:apply@EagleIsland.org).** All applications will receive a response within 30 days.

*Eagle Island Camp is committed to diversity in the workplace. Eagle Island, Inc. is an equal opportunity employer and does not discriminate on the basis of an individual's race, creed (religion), color, national origin, ancestry, age, sex (including gender expression), or sexual orientation, marital status, familial status, atypical hereditary cellular or blood trait, disability (including AIDS and HIV infection), predisposing genetic characteristic, military status, domestic violence victim status, or any other legally protected status. All employment is decided on the basis of qualifications, merit, and business need.*