

**The Somes-Meynell Wildlife Sanctuary seeks a new  
Director  
to lead programming and operations of a 230-acre wildlife  
sanctuary on Mount Desert Island, Maine**

---

**Applicants are asked to send a letter and resume stating their interest and qualifications by March 15, 2015 to: SMWS Director Search Committee, SMWS, P.O. Box 171, Mount Desert, ME 04660**

---

The Somes-Meynell Wildlife Sanctuary (SMWS) is a non-profit organization dedicated to conservation and education in the Somes Pond watershed. The SMWS operates from a headquarters building set on 230 acres of conserved woodlands, wetlands, and frontage on Somes Pond in the heart of the historic village of Somesville, Maine. The Sanctuary conducts environmental research, restoration, and education related to its surrounding natural communities. See [www.somesmeynell.org](http://www.somesmeynell.org) for more information.

The SMWS is seeking a DIRECTOR to work with its Board of Trustees, partner organizations, donors, local schools and youth, as well as members of the general public. This is a 80% FTE salaried position primarily based in the SMWS office in Somesville, Maine and the ability to work a flexible schedule and from a home or remote office during off-season winter months.

**RESPONSIBILITIES:** The Director is responsible for the day-to-day operations of the Somes-Meynell Wildlife Sanctuary and carrying out such duties as delegated by the President of the Board. Responsibilities include, but are not restricted to, developing plans, programs, and projects, implementing all Board approved policies and practices, supervising interns and independent contractors, preparing and overseeing the annual operating budget, devising and implementing fundraising strategies, and serving as spokesperson and ambassador to the broader community. Long days, evening and weekend work is occasionally required during the spring and summer months and are balanced by weeks during the winter when hours may total considerably less than 32.

1. Direct the programs and administration of the Sanctuary
  - Develop and deliver educational and interpretive programming for the general public, local schools, and special groups
  - Develop and manage scientific research projects (current examples include loon monitoring; diadromous fish passage restoration; aquatic invasive plant education)
  - Develop and manage the seasonal internship program
  - Manage and promote volunteerism
  - Develop informational materials including brochures, maps, newsletters, website, and signage

- Develop and manage the annual operating budget
  - Perform treasury and cash management functions; keep books and prepare reports for the accountant, officers and Board
  - Manage office systems and procedures
  - Supervise independent contractors, unless otherwise assigned
  - Maintain partnerships with affiliated organizations and constituencies
- 2. Support the Board and Board committees:
  - Report to the Board at their regularly scheduled meetings
  - Oversee the logistics of meetings as directed by the Board: setting agendas, preparing materials, and distributing minutes and follow up materials
  - Helping to recruit, train and engage new members to the SMWS Board and Committees
- 3. Responsible for the care and management of the physical property, including:
  - The headquarters building
  - The trail system and areas of access to the pond; property boundaries.
  - Research projects that might result in better management of the Somes Pond watershed
- 4. Raise funds to support the Sanctuary's programs and operations, through grant proposals to private and public funding sources, preparation of an annual appeal letter to SMWS constituents, and building productive relationships with potential supporters.

#### **SKILLS AND EXPERIENCE SOUGHT:**

- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Proven ability to complete assignments, meet deadlines and work within established budgets.
- Ability to work independently.
- Good physical fitness and field skills such as working with map and compass, GPS systems, reading terrain, identifying and understanding natural resource sensitivities and constraints, handling and maintain tools and equipment.
- Proficiency in word processing, email, and Excel.
- Several years of direct work experience, preferably in a natural resource field or community engagement or education field.
- Experience preparing and managing organizational budgets; willingness to fundraise
- Working knowledge of Maine geography, culture, flora and fauna preferred.
- Experience working successfully with people of all backgrounds and ages.

SMWS offers a competitive salary and benefit package that includes health insurance and paid vacation and holidays.

SMWS does not discriminate in any way in its hiring decisions.

*February 2015*