

The Isle au Haut Community Development Corporation (ICDC)

Executive Director Job Description

Job Description

The Isle au Haut Community Development Corporation (ICDC) is seeking to hire a new Executive Director. The current ED is retiring in the spring of 2025. This is a part-time executive position (minimum 20 hrs. per week) that serves the ICDC Board and Chair to advance the goals and objectives of ICDC. The ideal candidate is organized, timely, detail-oriented, an effective communicator both orally and in writing, skilled in book-keeping & budgeting (Quickbooks), grant writing, and has familiarity with website and social media content.

Job Description Highlights

- Work Hours:
 - Position requires an average of 20 to 25 hours per week.
 - Weekly hours may vary depending on workload
- Compensation:
 - Initial annual base salary: up to \$40,000, reviewed annually.
 - Minimum weekly salary: up to \$770, based on qualifications and experience
- Benefits:
 - Single-person health insurance policy considered on a shared premium basis.
 - Paid vacation:
 - Three weeks annually during first five years of employment.
 - Four weeks annually after five years, paid at current base weekly salary rate.
 - Possible housing support

Program

Management of Existing Rental Properties:

- Property management (4 units) – lease agreements, rental collection, maintenance oversight
- New Tenant outreach and selection (with board recruitment committee)

MicroLoan Program:

- Review applications, underwrite, document and manage loans (with board loan committee)

Expansion of Operations

- Oversight of existing re-modelling project and potential future projects
- Grant writing (gov't and foundations) to support long term program growth
- Develop property management offering for non-owned properties
- Plan expanded goals for MicroLoan Program (with board loan committee)

Administration

Organizational:

- Work closely with Board Chair to ensure regular meetings, material prep and task completion, provide executive summaries & reports to Board
- Support annual meeting planning and sub-committee work, update electronic document systems to provide Board member access
- Staff and contractor management

Financial:

- Develop and manage annual budgets
- Drive annual Fundraising appeal – Draft annual letter, maintain mailing and email lists, oversee community campaign
- Bookkeeping - managing financial transactions in Quickbooks
- Work closely with Board Treasurer to produce reports - Profit & Loss Statement (monthly), Balance Sheet (monthly), Cash Flow (monthly), Audit prep (annual)

Outreach & Public Relations:

- Communication: public information sharing
- Networking with Maine Island Coalition/Island Institute
- Manage Website and social media content
- Community outreach & interaction with other island organizations and Town government
- Develop & maintain relationships with various funding sources

To Apply

Send resume with a cover letter and contact information to Bob Olney, ICDC Board Chair at the following email address: bobolney@comcast.net

Application deadline:

March 1, 2025

Mission Statement

ICDC's mission to support community and economic development is critical to sustaining a vibrant year-round community on one of Maine's last inhabited un-bridged islands. Our purpose is to serve the needs of the Isle au Haut year-round community in the following manner:

"To assist in providing housing opportunities for year-round residents in assistance of the future economic development of the community of Isle au Haut. To further the economic development of the community, and to encourage, and assist in the settlement and resettlement of appropriate traditional resource-based fishing, aquaculture, agricultural, and other business opportunities on Isle au Haut. To improve the economic well-being of low to moderate income residents of Isle au Haut by encouraging such economic development and providing housing opportunities for such residents." - from ICDC's Bylaws

ICDC is a tax-exempt 501(c)(3) organization comprised of a Board of Directors and Officers (currently 12 but increasing to 15), a Clerk who also serves as legal counsel, a paid part-time Executive Director, a part-time maintenance supervisor on a monthly retainer and numerous volunteers.

Programs & History

1990: ICDC was founded to address the concerns of the declining year-round population on Isle au Haut. Focusing primarily on providing affordable housing for new residents, ICDC proceeded to build three houses on land donated by the town on the west side of the island. These houses have been remarkably successful, with an occupancy rate of 98% over the past 30 years.

1997: ICDC established its microloan program to contribute to the economic development of the island. Residents can apply for up to \$25,000 to support their current business or start a new island venture. All loans require a plan for repayment, but come with strategic business planning support from an experienced ICDC board member to ensure the success of both the island business and repayment of the loan.

2009: ICDC was awarded a \$350,000 grant from the Maine State Housing Authority (MSHA) to expand its portfolio of affordable houses on Isle au Haut by adding two additional single-family units. With land donated by the town on Coombs Mountain and leased from the town next to the Isle au Haut Fire Station, ICDC began preliminary design in the summer of 2011, construction in the summer of 2012, and completed the homes in the spring of 2013. These new homes brought two new families to the island.

2011: ICDC sold one of the original houses to successful entrepreneurs, Kate and Steve Shaffer of Ragged Coast (formerly "Black Dinah") Chocolates.

2017: ICDC sold one of the original houses to current island residents Nate and Rachel Clark.

2019: ICDC bought the Eastside House at a market reduced price from Bob Gerber. In 2023 the mortgage was fully paid off. Its acquisition brings ICDC's total rental stock to 4 properties.

2024: The Town of Isle au Haut gifted ICDC its Combs Mountain rental property. With a \$540,000 grant from MSHA, ICDC began a renovation project to convert the building into a duplex to address the additional affordable housing need for singles/couples. Construction is expected to be completed in 2025, bringing the total number of rental units to 6.