



Position: Director of Bayfront Maritime Center

Reports To: Erie Maritime Foundation Board of Directors

Classification: Full Time

Salary Range: \$60,000 to \$85,000 commensurate with experience

Organizational Overview

The Erie Maritime Foundation (EMF) is a non-profit 501(c)(3) organization with a mission to design and implement engaging, hands-on, maritime-themed educational, vocational, and recreational opportunities for the community in a universally accessible waterfront facility. The Bayfront Maritime Center (BMC) serves as the primary venue for EMF's programs and activities. BMC is currently rebuilding post-covid and is searching for a director to drive sustainable growth within the organization. This position is already funded for all of 2026. As BMC enters a pivotal stage of redevelopment, the organization is focused on three primary programmatic areas for 2026:

Project Compass: An afterschool skill-building, academic enhancement, and credit recovery program targeting at-risk middle and high school students.

Community Sailing and Boating Program: A resource for Erie residents of all ages to learn sailing, kayaking, paddleboarding, rowing, and more, building on BMC's Erie Adaptive Sailing Experience (EASE) for individuals with disabilities.

Woodworking and Boatbuilding Initiatives: Expanded instruction in woodworking and boatbuilding, including community workshops and support for the completion and launch of the Schooner Porcupine as a school ship for Presque Isle Bay.

Position Overview

The Director of the Bayfront Maritime Center is responsible for leading the day-to-day operations, program development, and strategic growth of BMC. This role demands a dynamic leader capable of inspiring and managing a diverse team, forging community partnerships, and driving financial sustainability through effective fundraising and business planning. The Director will serve as the primary ambassador for BMC, ensuring alignment with the organization's mission while delivering high-quality, impactful programming. The role is initially part-time, with plans to expand into a full-time position as programs and funding grow. If the role expanded to full-time, benefits may include: Medical, Dental, Vision, 401k, Paid Vacation/Holidays, Training.

Key Responsibilities

Strategic Leadership and Program Development

- Develop and oversee innovative, community-focused programming that aligns with BMC's mission and strategic goals.
- Lead curriculum planning for key programs, engaging subject matter experts to establish learning objectives, lesson plans, benchmarks, and evaluation criteria.
- Network with maritime nonprofits nationwide to identify and adopt best practices for program sustainability.



Organizational Management

- Oversee the day-to-day operations of BMC, ensuring compliance with safety regulations and operational standards.
- Manage facilities, including the maintenance and development of the 40 Holland Street waterfront site and related maritime infrastructure.
- Supervise and support staff and volunteers, fostering a culture of collaboration and accountability.

Board Development and Governance

- Collaborate with the Board of Directors to recruit and onboard new members with expertise in education, maritime recreation, and boatbuilding.
- Provide regular updates to the Executive Director and Board, participating in board meetings and activities as required.

Financial and Fund Development

- Develop and execute a robust business plan to support BMC's programs, including long-term funding strategies.
- Lead fundraising efforts, including major gift planning, corporate and individual donor cultivation, and grant writing.
- Reestablish partnerships with local school districts, universities, and community organizations to secure program funding.

Marketing and Outreach

- Develop and implement innovative marketing strategies to promote BMC's programs and recruit participants.
- Actively engage with local schools, community organizations, and stakeholders to build awareness and partnerships.

Qualifications

- Bachelor's degree in nonprofit management, business, fundraising, social work, education, or a related field.
- 10+ years of experience in community programming, education, social work, or fundraising; equivalent work experience demonstrating significant community engagement is also acceptable.
- Proven ability to manage programs, facilities, and staff effectively.
- Expertise in fundraising, development, and strategic planning, with a demonstrated ability to secure grants and major gifts.
- Strong organizational skills and the ability to work independently as a self-starter.
- Excellent written and oral communication skills, including public speaking and community engagement.
- Prior experience in a senior management role within an educational nonprofit or community sailing center is highly desirable.
- Understanding of maritime operations, including federal and state compliance for marine vessels.