

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Yacht Donation Program Manager

POSITION OVERVIEW

Reporting to the Vice President for Institutional Advancement, this position serves as a key member of the Institutional Advancement Team. Maine Maritime Academy's Yacht Donation Program accepts donations of boats which are either put to immediate use on the Academy's active waterfront, or are chartered or sold to raise funds to enhance the Academy's waterfront training and sailing programs. The incumbent is responsible for planning, coordinating and managing the program. The Yacht Donation Program Manager is charged with developing an annual positive income stream in support of the Academy. The incumbent must be committed to promoting the Academy in a way that is fully integrated with the mission and vision of Maine Maritime Academy. This position is a year-round, benefited, Confidential position, telecommuting is possible.

DUTIES

- Develop and maintain a revenue-producing program that receives donated yachts, puts yachts to significant use, or conducts material improvements prior to selling or chartering same with an option to buy.
- Establishes and executes written procedures for the yacht donation program.
- Ensures strict compliance with all appropriate federal and state(s) tax codes in the donation and sale of all yachts.
- Accurately and consistently tracks and manages multiple time-sensitive yacht transactions.
- Actively develops and maintains network of donors, brokers and boatyards that will result in constant stream of donated yachts.
- Works in concert with Vice President of Institutional Advancement in the preparation of annual and long-range plans and forecasts to meet Academy needs.
- Develops business performance numbers to constantly monitor and measure performance and conduct annual financial review for the Vice President of Institutional Advancement and the Vice President of Finance and Institutional Services.
- Leverages industry network to promote awareness of MMA's boat donation program, while soliciting boat and yacht donations and actively marketing vessels to the public.
- Develops contacts with contracted resources required to properly evaluate each boat's utility to the Academy program and to assess potential of donated yachts.
- Promotes the public relations goals of MMA, building a positive image of the waterfront and sailing program through community events, fundraising events and other public opportunities.
- Conducts all transactions with donors, brokers, boatyards and marine contractors in a manner that brings credit to the Academy's reputation for integrity and honesty.
- Manages the administrative responsibilities in the development and maintenance of all required yacht online and physical files, submitting tax information, creating purchase requests and purchase orders, processing invoices and obtaining bids for work.
- Works collaboratively with advancement, waterfront and finance staff to ensure a quality experience.
- Monitors similar programs at other institutions to stay abreast of industry trends.
- Other duties as assigned.

The statements above reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

SKILLS

- Excellent interpersonal skills: ability to establish and maintain strong and effective personal and professional relationships.
- Highly self-motivated, able to work independently.
- Strong sense of accountability and ethics for good stewardship of limited resources.
- Strong attention to detail/organizational skills to track multiple projects.
- Strong customer service/marketing skills
- High degree of professionalism.
- Excellent verbal and written communication skills.
- Collaborative team player.

QUALIFICATIONS

- Intimate knowledge of the yachting industry, brokers, marinas and boatyards.
- Wide ranging knowledge of a variety of small and large craft, both motor and sail.
- Knowledge of all applicable federal and state tax laws – and ability to track multi-jurisdictional issues.
- Ability to travel frequently, including weekends and evenings.
- Bachelor's degree preferred.
- Ability to communicate effectively and concisely to diverse stakeholders.
- Advanced proficiency in Microsoft Office Suite and internet searches.
- Proven ability to perform administrative and organizational aspects of the program.
- Possession of a valid driver's license.

PHYSICAL/ENVIRONMENTAL FACTORS

- Travel required, some evening and weekend work necessary.
- Frequent use of keyboard and computer screens.
- Mobility and balance required to board, inspect and maneuver onto small and large watercraft, both afloat and onshore.
- Includes working in outside areas, hot and cold weather, and exposure to elements such as the ocean, rain, salt spray, dirt, fumes, and loud noises.