



## **Position Announcement:**

**Executive Director**, Isle Royale and Keweenaw Parks Association (IRKPA), the cooperating association for Isle Royale National Park (IRNP) and Keweenaw National Historical Park (KNHP).

Permanent, part-time position (25-30 hours per week). Salary: \$33,000 — \$35,000. Benefits include 20 days paid vacation, a flexible work schedule, and one yearly round-trip passage to Isle Royale for the director's immediate family.

IRKPA is a non-profit membership organization, 501 (c)(3), that partners with the National Park Service to promote understanding, appreciation and enjoyment of the two parks by raising funds through donations and sales and sponsoring activities that help preserve and protect the parks for future generations.

IRKPA employs three part-time staff: a Sales Manager, a Membership Outreach Manager, and an Office Manager and Inventory Specialist. IRKPA also contracts with a bookkeeping firm to handle our financial accounts. In addition to supervising the work of the staff, the Executive Director, in cooperation with the Board of Directors, is responsible for the fiscal integrity and membership sustainability of the organization, for representing IRKPA to the public and other organizations, and for overseeing fundraising, publication and product development, and marketing efforts. The Executive Director is also responsible for researching and preparing grant proposals.

### **Requirements:**

- Bachelor's degree
- 5 years' work experience
- Supervisory experience
- Oral and written communication skills

IRNP is located on a wilderness island in Lake Superior accessible only by boat or air. Its headquarters are located on the Portage Canal in Houghton next to the dock for the Ranger III, the main transportation to Isle Royale. KNHP consists of 21 historic sites around the Keweenaw Peninsula with headquarters in Calumet.

IRKPA has offices in Houghton and Hancock, Michigan, located on the Keweenaw Peninsula in the Upper Peninsula. Both cities have excellent universities, Michigan Tech University and Finlandia University. The area offers excellent schools, recreational opportunities, and many lovely places to live.

**For more information about IRKPA, go to our website: [irkpa.org](http://irkpa.org)**

Apply by sending a resume and cover letter to:

[executivedirector@irkpa.org](mailto:executivedirector@irkpa.org) or to

Isle Royale and Keweenaw Parks Association

Attention Search Committee

800 E. Lakeshore Dr

Houghton, MI 44931-1869

In your letter, please explain the reasons you are interested in this position. The committee will start reading the applications on January 15, 2020 and will continue until the position is filled.