



Campus and Facilities Manager, Bald Head Island Conservancy, Inc.

POSITION DESCRIPTION

The Bald Head Island Conservancy (BHIC) is an environmental non-profit organization whose vision seeks to champion the sustainability of barrier islands through environmental research and stewardship. We are seeking an experienced professional to join our team as the Campus and Facilities Manager.

PRIMARY RESPONSIBILITIES

- Maintain campus buildings, facilities, equipment, and grounds
- Execute and update facilities maintenance plan
- Establish and maintain partnerships with all relevant service providers
- Assist education and conservation activities when needed
- Oversee campus improvement projects

QUALIFICATIONS

- Knowledge of all aspects of campus and facilities maintenance
- Project management experience
- Partnership experience with service providers
- Bald Head Island work experience preferred

POSITION DETAILS

- Position reports directly to Executive Director
- Will lead the Conservancy efforts in maintaining the campus in excellent condition
- Will work closely with finance to secure relevant funding for campus projects
- Will work closely with education and conservation staff to ensure success of mission-based offerings
- Full-time position with health, dental, disability benefits
- Ferry tickets and parking at mainland ferry terminal are provided
- Expected to occasionally work on nights, weekends, and holidays
- Salary range is \$35-45K based on experience

To apply, send a cover letter, resume, and list of 3 professional references to Executive Director Dr. Chris Shank at shank@bhic.org. Application deadline is March 15, 2020.

BHIC Vision:

Bald Head Island Conservancy champions the sustainability of barrier islands through environmental research and stewardship

BHIC Mission:

We Discover, Learn, Conserve and Preserve