NC CATCH www.nccatch.org	NC CATCH is the administrative umbrella organization of Carteret Catch, Ocracoke Fresh, Brunswick Catch, and Outer Banks Catch which are educational organizations located in eastern North Carolina.		
Job Title:	**Interim Executive Director**	**Application Deadline:**	**July 15, 2013**

Primary Job Function:

The Interim Executive Director will work with the Board of Directors to carry out the fund-raising, marketing, promotional, and programmatic work of NC CATCH. Good communication, administrative, fund-raising, and organizational skills are a must.

Note:

All applicants are considered for employment without regard to race, color, sex, sexual orientation, religion, disability, national origin or age as provided in law.

Specific Responsibilities:

- **Fundraising and Grant Management:**
  - Seek public and private (corporate and foundation) grants applicable to carrying out the mission of the organization and the member Catch groups, including but not limited to: conducting research on grant opportunities, cultivating relationships with funders, writing grant applications, providing follow-up communications, managing grants, and evaluation / reporting on activities and accomplishments.
  - Seek corporate and other sponsorships to support the work of NC Catch and member Catch groups, including but not limited to Marketing and Promotions, Programming, and Organizational Development.
- **Marketing and Promotions:**
  - Work with Board of Directors to finalize and begin implementing marketing and communications strategies to educate consumers and strengthen commercial fishing industry markets;
  - Create new channels of marketing for the organization and work with Board of Directors and consultants to implement marketing and communications activities;
- **Programming:**
  - Provide support to Board of Directors and member Catch groups in planning and implementing education and communications programs to increase consumer awareness and improve market connections.
- **Organizational Development:**
  - Provide staff support to Board of Directors in coordinating and scheduling Board and Committee meetings and carrying out the work of the organization.

Specific Skills:

Must possess excellent leadership abilities; possess good judgment, initiative, positive attitude and be dependable.

- Proven experience identifying, securing and managing grant funds.
- Solid written and verbal communications skills, strong critical and analytical thinking skills.
- Strong computer skills including WORD and EXCEL.
- Proven strong collaboration skills.
- Proven marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders.

- Must hold a valid driving license and own a car. Must own computer with applicable software and cell phone.
- Must be creative and flexible.

Educational Requirements:

- Bachelor's Degree in related field.

Preferred Experience:

- 5+ years of non-profit experience and/or membership organization.
- Knowledge of and commitment to the commercial fishing industry.

Job Location:	Incumbent will work from home.	**Reports to:**	Board of Directors
Employment Status:	20 hours per week	**Employment Type:**	Contractor; Funding in place for first 6 months
Monthly Salary Range:	$1,500	**Manages Others:**	No

Please Send Resume and Cover Letter to:	
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