

**Quissett Harbor Preservation Trust, Inc.**  
**Post Office Box 197**  
**Falmouth, MA 02541**

**Open Position:** The **QHPT Consultant** is responsible for smooth and timely execution of ongoing QHPT activities. Ideally the Consultant will be a resident of Falmouth or environs and interested in public affairs and environmental issues, especially as they pertain to the ocean and waterfront. The candidate will possess the presence and public speaking skills to represent QHPT in meetings with public officials and executives of peer organizations. Good writing skills and the ability to use all communications technologies will be important to success. Website [www.qhpt.org](http://www.qhpt.org).

**Reports to:** President. Invited to all BOD meetings.

**Time Required:** Consulting contract, requiring an estimated 250-400 hours per year, somewhat weighted toward the spring and summer months.

**Compensation:** Range \$10-15,000 per year.

**Responsibilities:**

**Development:** Coordination of membership development, dues billing, fund raising and grant applications. Oversee the maintenance of an accurate Member List and help understand the needs and desires of our members.

**Communications Management:** Development of a communications strategy, member communications, and website oversight and development.

**Event Management:** Board meetings, Annual Meeting, Wheeler Lecture and Harbor events.

**Relationship Management:** Maintain effective interface with important Quissett Harbor stakeholders such as Salt Pond Sanctuaries; maintain contact as appropriate with town and government agencies such as the Conservation Commission.

**Project Management:** Working with the appropriate BOD member, coordinate and prepare project proposals and an annual project budget for BOD review, and monitor progress throughout the year.

**Contact:**

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