

EST 1981

# NORTH WEST SCHOOL of WOODEN BOAT BUILDING

Port Hadlock, WA



**The Northwest School of Wooden Boatbuilding is seeking a confident and experienced leader who believes in transforming student lives.**

The Boat School is an educational institution accredited by the Accrediting Commission of Career Colleges and Schools (ACCSC), and attracts students from around the world.

Founded in 1981, the school offers a full-time 12 month Associate of Occupational Studies (AOS) degree in Boatbuilding, a 9-month Diploma program in Marine Systems, and 5-day Intensive courses in Marine Systems topics.

# EXECUTIVE DIRECTOR

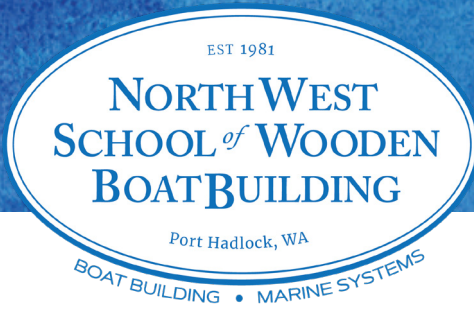
**Mission:** To teach and preserve boatbuilding and marine systems skills while developing the individual as a craftsman.



42 N. Water St. Port Hadlock, WA 98339  
(360) 385-4948 | nswb.edu

Executive Director, Northwest School of Wooden Boatbuilding





# THE SCHOOL'S

## Location & Current State

The Northwest School of Wooden Boatbuilding (NWSWB) is an accredited non-profit post-secondary trade school that teaches craftsmanship through boatbuilding and marine systems. The school's operating budget in FY 24-25 is \$2.6 million.

The NWSWB provides an immersive, in-depth, full-time training program with a small student-teacher ratio that helps beginners transform into confident craftspeople. The school's 12-month Boatbuilding program (Associate of Occupational Studies degree) teaches both traditional and cold-molding boat construction. The 9-month Marine Systems program teaches future technicians how to install most systems found on a modern vessel. NWSWB works closely with maritime employers to ensure the school's curriculum and training are relevant to today's jobs. This year the U.S. Department of Transportation Maritime Administration designated the school a 2024 Center of Excellence for Domestic Maritime Workforce Training and Education, one of only 38 institutions across the country.

The student body is a diverse community made up of people from many backgrounds, ages, genders, and geography. Fifty students are enrolled in the school for 2024; 27 in Boatbuilding and 23 in Marine Systems. 18% are female or non-binary, and 18% are military veterans. The average student age is 30 with 52% coming from Washington state.



Founded in 1981, NWSWB has evolved from its grass-roots origins in the local boatyard to becoming a vital part of the region's maritime economic ecosystem and a recognized leader in its field. The school has successfully executed every goal of its last 5-year Strategic Plan; it has fortified existing and constructed new buildings, added Marine Systems Curricula, doubled the size of its campus, and acquired on-site student housing to prepare for future generations of students. NWSWB has also invested in technology to improve curriculum management, fundraising, admissions, and student services.

Improvement plans continue with several multi-year funded initiatives underway focused on Marine Systems Program Expansion, Campus Improvements, and Learning Management System and Digital Marketing improvements.



*Executive Director, Northwest School of Wooden Boatbuilding*



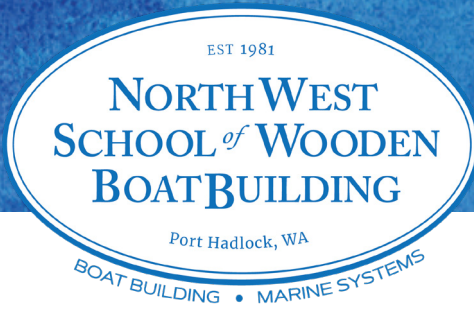


The school is located on a beautiful historic 8-acre waterfront campus on the south shore of Port Townsend Bay in Port Hadlock, Washington. The campus includes four shops, Administrative Offices, and several cottages for on-site student housing. Port Hadlock is located on the majestic Olympic Peninsula, renowned for its thriving working boatyards, scenic beauty, an abundance of outdoor adventuring, and rich cultural experience opportunities. The campus is 10 miles from the historic Victorian seaport of Port Townsend and about an hour's drive from Olympic National Park.



Illustration painted by student C. Maria Melito, Class of 2015





# WHAT OTHERS SAY

## GRADUATES

*"It's amazing how flexible the skillset is. I use the plumbing, electrical, corrosion, mechanical, and hydraulics skills on the family's farm as well as on our boats during the fishing season."*

*Anna Casey, Marine Systems Class of 2020*

*"In so many ways, the Marine Systems course made me fearless. It taught me the most critical things to avoid and how to find the resources to do anything."*

*Tom Drews, Marine Systems Class of 2020*

*"I hired a recent graduate of the Marine Systems program at NWSWB, and I'm delighted with his performance. He was able to complete some challenging tasks after only one week here. He's now able to work with minimum to no supervision. I was not expecting him to be up to speed in such a short period. I look forward to hiring more technicians from the school."*

*Pascal Le Guilly, General Manager, Schooner Creek Boat Works*

*"One of the things I miss most about my military life is the camaraderie, the group effort, having a mission and everybody moving that mission along, accomplishing it together. And that's exactly what happens here at the Boat School. The people, the staff - I couldn't ask for a better hand to help me get back into my community."*

*Jon Ferguson, Boatbuilding Class of 2015*

## EMPLOYERS

*"The Boat School is for the marine trades in Port Townsend what Stanford is for Silicon Valley."*

*David King, Former CFO of Townsend Bay Marine & Former Mayor of Port Townsend*

*"We are very excited about having an influx of trained new technicians into our community and into our workforce from NWSWB's Marine Systems program."*

*Chris Brignoli, Member-Owner, Port Townsend Shipwrights Co-op*



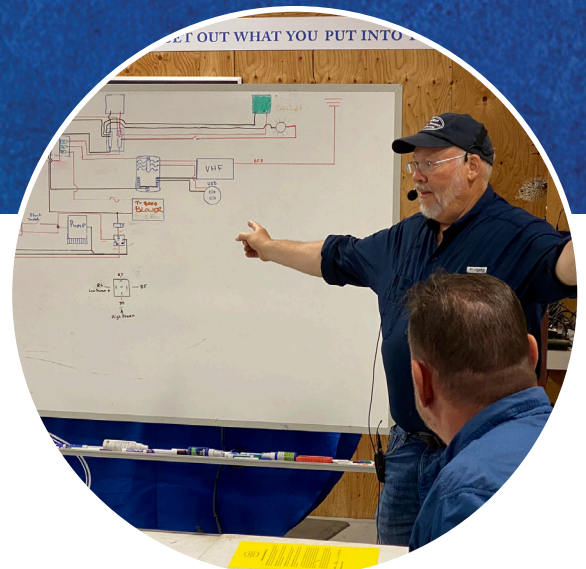
## STAFF

*“Boat building is a trade and a lifestyle. I think that’s what draws people to the boat school: students get the chance to learn to build just about anything while practicing craftsmanship in their everyday lives.”*

**Sean Koomen, Lead Boatbuilding Instructor**

*“Taking on new challenges is a big part of learning. You’re not going to be a master boatbuilder straight out of Boat School, but you can become a problem-solving wizard – someone who can go in there every day, stay calm, solve problems, and keep learning.”*

**Korey Ruben, Boatbuilding Instructor**

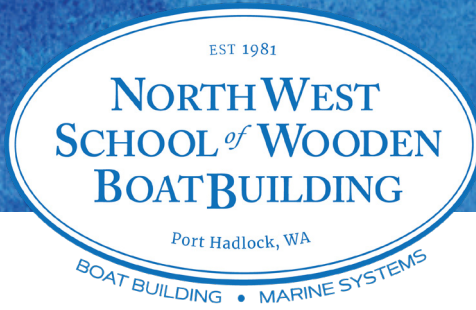


*“What employers are looking for is hands-on experience. By the end of the program our students can show them a long list of things they’ve done. That’s the beauty of competency-based training. It’s not about taking tests. It’s demonstrating that you can do the work.”*

**Kevin Ritz, Program Director, Marine Systems**







# THE POSITION

*The NWSWB is seeking a confident and experienced strategy and people leader who believes in transforming student lives.*

*The ED is responsible for all NWSWB operations and performance in addition to developing and implementing a strategic vision in collaboration with the Board of Directors. The Executive Director reports to the Board of Directors, and oversees all instructional and administrative staff.*

## **Specific Responsibilities Include:**

- Lead NWSWB Strategic Planning initiatives, ensuring programs are guided by the mission and further the school's goals and objectives
- Oversee Accreditation and Regulatory efforts that help NWSWB qualify for student financial aid and important campus and curriculum certifications
- Foster External Relations and Community Engagement by leading collaborative initiatives and building strategic alliances
- Steward Board Relations and Development by communicating effectively with the Board and serving as the link between them and the staff and community at large
- Promote and demonstrate a collaborative culture that uses transparent communication and diverse cross-functional teams to solve problems and address opportunities
- Lead Financial and Operations Management functions. The ED is responsible for the development and management of the annual budget as well as scenar-

io planning to support decision making and the oversight of ongoing cash flow management

- Drive Revenue Development by establishing strategies for procuring the financial resources required to achieve school goals and objectives; including program revenue, grants, and contributions.

## **Desired Traits & Characteristics**

The Executive Director will be a confident, consistent, and passionate individual who leads collaboratively and inclusively embracing the NWSWB's mission in all duties. Outstanding communication skills, including strong listening, presentation, and emotional intelligence are essential. The ED will effectively collaborate and communicate to build trust, enhance performance, and foster effective staff relations being mindful of the importance of diversity, equity, access, and inclusion.

The ED will navigate a complex and fast-paced environment, making informed decisions while demonstrating strong analytical skills and adaptability to changing conditions. The ability to balance complex layers of major tasks and detail work is essential.

## **Required Education/Experience**

- Bachelor's Degree
- Minimum of 2 years experience in a People Leadership Role
- Demonstrated experience in successfully developing and/or managing an institutional budget
- Demonstrated success in fundraising includ-



ing with private donors, philanthropic organizations, and governmental granting agencies

- Demonstrated success in building collaborative partnerships with like-minded organizations for mutual benefit

in oneself and others, so that there is compassion for oneself and others when under stress and when things don't go as planned

- Promotion of diversity and a commitment to lifting up the power and promise of all marginalized groups.

### Desired Education and Experience

- Advanced Degree in Education, Business Administration, or similar field
- ED/CEO of 501(c)3 organization
- Experience working with non-profit boards
- 2 years in administrative and/or leadership roles in an educational institution
- Employment or training in trade schools
- Employment in the marine industry
- Experience in craftsmanship industries such as boat building, woodworking, etc.

### Compensation and Benefits

The position is full-time, 40 hours/week with some flexibility and reports to the NWSWB Board of Directors. The annual salary is \$115,000.

We offer these supports to help you manage your mental, emotional and physical health:

- Three weeks paid vacation
- Two weeks paid sick leave
- Fourteen days of paid holidays
- Health insurance available from your first day of employment
- Simple IRA 403(b) retirement program with 3% match

### About working with NWSWB

Our role in developing the Marine Trades workforce is maturing at a critical time for the industry. We teach not only the skills required but also strive to instill the hallmarks of craftsmanship to give our graduates immediate desirability in the market. We all share values that align with the mission of the school:

- Dedication to craftsmanship and hands-on learning
- Acting with authenticity and integrity
- Focus on continuous learning and improvement
- Experience recognizing vulnerability

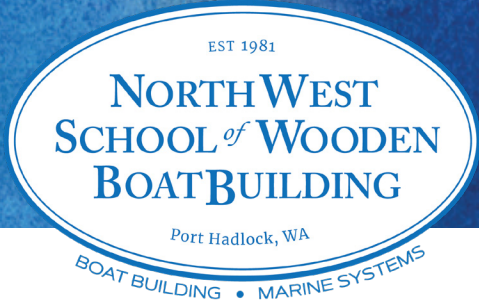
### Start Date and Location

This is a full-time position with a potential start date in June 2025. This is an on-site position based in Port Hadlock.

Offices are located at the school's 8-acre waterfront campus at 42 N. Water St., Port Hadlock, WA 98339.

**TO APPLY:** Please send your resume and cover letter in a single PDF to [edjob@NWSWB.edu](mailto:edjob@NWSWB.edu)





**Manufacturer Donors (selected)**

- Volvo (engine)
- Cummins (engine)
- Victron
- Wakespeed

**Recent Foundation Support (selected)**

- M.J. Murdock Charitable Trust / \$684,000
- Chandler Foundation / \$200,000
- C. Keith Birkenfeld Memorial Trust / \$250,000
- The Norcliffe Foundation / \$585,000
- Institute for Law & Systems Research / \$230,000
- Welfund Foundation / \$110,000
- Lucky Seven Foundation - multiple gifts
- Goodfellow Fund / \$200,000
- Washington Trust for Historic Preservation / \$60,000
- First Federal Community Foundation / \$60,000
- Tulalip Tribes / \$2,500
- Maxwell-Hanrahan Foundation / \$30,000
- Lee H. And Marion B. Thompson Foundation / \$2,000
- Ddora Foundation / \$20,000
- Reinhardt & Shirley Jahn Foundation / \$260,000

**Recent Government Support (selected)**

**NATIONAL**

- Economic Development Agency as part of \$35 million to North Olympic Peninsula Recompete Coalition / \$1 Million
- U.S. Department of Commerce's Economic Development Administration (EDA) approved grant - Marine Systems Program Equipment Project / \$447,500

**STATE**

- Heritage Capital Grant Funds / \$1,083,000
- Appropriation for Marine Systems building construction / \$464,000
- Washington State Department of Commerce Marine Systems program grant / \$100,000
- Department of Commerce solar project / \$175,000

**COUNTY**

- Jefferson County Commissioners - Cottages electrical upgrade / \$80,000

**Business Sponsors**



Accrediting Commission of Career Schools and Colleges



**S.E.V.I.S.**  
 Student and Exchange Visitor Information System

