



Southwest Harbor - Tremont Ambulance Service

PO Box 437, Southwest Harbor, Maine 04679
26 Village Green Way, Southwest Harbor
www.swhtas.org
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Seeking an Executive Director

Position Summary

◆ Impact an essential service in a vibrant community adjacent to Acadia National Park

The Executive Director is the chief executive officer of the Southwest Harbor - Tremont Ambulance Service (SWHTAS), responsible for ensuring the delivery of emergency medical care to the coastal towns of Southwest Harbor and Tremont on Mount Desert Island, Maine. Overseeing a crew of 22 per-diem EMS providers and ambulance drivers, the Executive Director, with input from the Board of Directors, guides the organization's strategy, operations, and community relationships. The position is hybrid (remote/office) with some evening and weekend hours required to attend meetings and events. This is an exempt salaried position.

Key Responsibilities

◆ Leadership & Strategy

- Guide the long-term vision and strategic direction of SWHTAS in partnership with the Board of Directors and the Service and Crew Chiefs
- Foster collaboration and excellence among staff
- Advocate for EMS needs in local, regional, state, and national forums

◆ Operations Management

Work with the Service Chief to:

- Oversee readiness of emergency services
- Maintain compliance with all EMS-related regulations and licensing
- Ensure fleet safety and equipment readiness

◆ Financial Management

Work with the Board of Directors to:

- Manage annual budget planning; identify revenue-generating and cost-saving opportunities
- Lead fundraising efforts, donor cultivation, and grant applications
- Monitor billing process to maximize return from delivered services

◆ Community Engagement

In collaboration with the Board of Directors and Service Chief:

- Represent SWHTAS in public meetings, town partnerships, and community events
- Strengthen relationships with fire departments, hospitals, and allied services
- Support public education on health and safety

◆ Governance & Compliance

- Ensure ethical standards and nonprofit accountability across all operations
- Report to the Board of Directors with operational status, strategic recommendations, and performance data

Qualifications

- Bachelor's degree in healthcare administration, public health, business, or related field (Master's a plus)
- Proven success in fundraising, budget oversight, and staff management
- Exceptional interpersonal and communication skills
- Fluency with word processors, spreadsheets, and publishing programs; familiarity with Google Workspace a plus

Preferences

- Experience managing a medium-size nonprofit organization
- A retired corporate executive (C-Level) can also be a good fit
- Knowledge of grant writing and funding sources
- Familiarity with the unique demands of rural emergency services
- EMS or clinical background

Compensation

- Base salary range: \$80,000–\$100,000, commensurate with experience
- Professional development: Stipend approved case-by-case
- Bonus consideration: After one year of service
- Annual performance review
- Vacation and benefits TBD
- An employee contract will be executed with a negotiable term.

The Southwest Harbor-Tremont Ambulance Service is an Equal Opportunity Employer.