



## Executive Director

### ABOUT THE POSITION

- **Location:** Farmington, ME. | Partial Remote Work
- **Position Category:** Full-Time Exempt
- **Compensation:** \$55,000 → \$65,000 Annual Salary
- **Benefits:**
  - HEALTH INSURANCE PREMIUM REIMBURSEMENT: up to \$500/month (receipts required)
  - PAID-TIME-OFF: 5 Weeks
    - Summer is generally a blackout period for vacation (June–August), except when no volunteer workgroups are present. Typically, no workgroups are hosted during the week of July 4th.

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### ABOUT THE ORGANIZATION

Mission at the Eastward (MATE) is a faith-based nonprofit that provides volunteer home repairs, transitional housing, and youth outreach to promote hope, dignity, and security in rural Maine. Our primary program, MATE Housing Repair, engages volunteers from across the country each summer to complete home repairs for low-income families and seniors. This work helps people remain safe and healthy in their homes while building meaningful connections among staff, volunteers, and homeowners.

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### POSITION OVERVIEW

The Executive Director serves as MATE's chief executive and primary ambassador, providing leadership and vision to advance the organization's mission and ensure its sustainability. Oversees fundraising, financial management, staff leadership, and community engagement while collaborating closely with the Board of Directors to drive strategic growth.

This role places a strong emphasis on fundraising and resource development, including donor cultivation, campaign leadership, grant writing and management, and relationship building with churches, foundations, and local partners. The ED also supervises MATE's Operations Manager, who oversees most year-round program operations, including MATE Housing Repair, while providing guidance and support to ensure program excellence and alignment with MATE's mission.

In this role, you'll get the rare, deeply human reward of turning faith into action: mobilizing volunteers, donors, and community partners so rural Maine neighbors can stay safe and dignified in their homes and families can regain stability through transitional housing. It's work with a strong sense of purpose and belonging: you'll be MATE's visible ambassador and culture-setter, building relationships that translate directly into tangible hope, security, and connection.

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### PRIMARY RESPONSIBILITIES

- **Organizational Leadership & Vision**
  - Provide strategic and operational oversight for all programs and activities in alignment with MATE's mission, values, and long-term goals.
  - Partner with the Board of Directors to shape and execute strategic priorities, monitor progress, and report on organizational performance.
  - Lead, mentor, and support MATE's staff team, fostering a collaborative and mission-driven work culture grounded in faith, compassion, and respect.
  - Serve as MATE's primary spokesperson and ambassador to the community, donors, media, and churches

- **Fundraising & Resource Development**
  - Lead MATE's comprehensive fundraising strategy, including annual giving, donor relations, major gifts, campaigns, and planned giving initiatives.
  - Cultivate and steward relationships with individual donors, churches, foundations, civic groups, and corporate sponsors to expand MATE's base of support.
  - Identify, write, and manage grant proposals and reporting to sustain and grow MATE's programs.
  - Develop and lead fundraising campaigns and special events that engage volunteers, alumni, and community supporters.
  - Strengthen systems for donor tracking, acknowledgment, and communications to foster long-term engagement and transparency.
- **Financial Oversight & Administration**
  - Oversee MATE's financial health, including budgeting, forecasting, and reporting.
  - Work with the Treasurer and Finance Committee to ensure sound fiscal management and accountability.
  - Monitor and manage cash flow, endowment funds, and grant budgets to ensure financial sustainability.
  - Provide clear financial reports to the Board and ensure compliance with all legal and ethical standards.
- **Staff, Board, and Volunteer Leadership**
  - Supervise and support MATE's staff and contract workers
  - Promote professional development, teamwork, and a culture of respect, inclusion, and gratitude among staff and volunteers.
  - Collaborate closely with the Board of Directors, supporting governance best practices, board recruitment, and committee engagement.
  - Encourage and empower volunteers and mission partners to serve as ambassadors for MATE's work.
- **Community Engagement & Partnerships**
  - Strengthen and expand partnerships with local churches, nonprofits, government agencies, and community organizations.
  - Represent MATE in public forums, coalitions, and local networks to raise awareness and advocate for safe, affordable housing in rural Maine.
  - Communicate MATE's mission and impact through storytelling, digital content, newsletters, and presentations.
- **MATE Housing Repair & Transitional Housing Support**
  - Provide leadership and support to the Operations Manager in executing MATE's housing repair and transitional housing programs.
  - Assist as needed in program development, volunteer coordination, and community engagement, ensuring program integrity and mission alignment.
  - Collaborate with the Operations Manager to identify opportunities for innovation, improvement, and expansion of MATE's impact.
  - Collaborate with the Transitional Housing Committee to screen, on/off-board guests in the program.

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## CANDIDATE DESCRIPTION

### Required

- Bachelor's degree; advanced degree (e.g., Master of Divinity, Nonprofit Management, or related field) preferred.
- Proven success in fundraising, donor cultivation, and grant writing.
- Experience in nonprofit leadership, faith-based service, or community development.
- Strong financial management skills and experience working with budgets and reporting systems.
- Experience leading staff, volunteers, and boards with an inclusive, empowering, and mission-driven approach.
- Excellent written and verbal communication skills; ability to inspire, advocate, and build relationships across diverse communities.

### Desirable

- Experience in community development or nonprofit housing repair programs
- Knowledge of basic construction and home repair principles
- Commitment to MATE's mission and values