

EXECUTIVE DIRECTOR

Rural Community Action Ministry (RCAM) is seeking a full-time Executive Director. RCAM is a secular non-profit organization that provides homelessness and hunger prevention services to 13 rural towns* in Maine.

With offices located in Leeds, Maine. RCAM has multiple programs to address the needs of those living in poverty:

- A family shelter and senior housing unit
- Fuel, electric, rental and other assistance
- Minor home repairs
- Transportation for seniors to access health care
- Gardening and hunger prevention activities
- A corps of over 100 volunteers

EXPECTATIONS

- Provides leadership to the organization through work with the Board of Directors
- Hires, trains, supervises and evaluates all staff
- Maintains oversight of program activities, provides support when needed and monitors effectiveness
- Conducts needs and resources assessment to contribute to the organizations strategic planning process.
- Searches, writes, and applies for grants, including developing programs, researching, writing, recruiting collaborators, and garnering support
- Assures grant compliance and required reporting
- With the Board of Directors, determines annual budget
- Administers the finances of the corporation and maintains fiscal solvency
- Represents the organization in the region and the State
- Maintains a strong and active public presence and performs public relations functions to create and sustain a positive image of the organization in the community
- Assists the Board of Directors in establishing a long-range Strategic Plan for the organization

QUALIFICATIONS

A minimum of 5 years of applicable education and experience in the following areas: Substantial successful experience in financial development, grant writing, program development, fund distribution, budgeting, community resource development, collaboration and networking, problem solving, public relations and communication, personnel administration, recruitment, training and supervision of volunteers and staff in the private, not-for-profit sector. Demonstrates excellent verbal and written communication skills, has reliable transportation, and experience working with and for a volunteer Board of Directors.

To Apply:

Send cover letter, resume and a list of 3 work references by Friday, October 26, 2018 to the Personnel Committee c/o Mary Beth Paquette by postal service mail to: Rural Community Action Ministry, 81 Church Hill Rd., Leeds, ME 04263; or email to Marybeth@rcam.net.

Non-Discrimination Policy:

RCAM does not discriminate because of age, race, color, gender, sexual orientation, religion, national origin, ethnicity, mental or physical disability, familial status or status of public assistance.