Job Description: Executive Director, Mission at the Eastward

Employment Category: Full Time Exempt, Seasonal Hours & Flexible Time

Compensation: $50K - $60K, based on education and experience, 5 weeks Paid Time Off

Location: Farmington, ME area

Start Date: ASAP, Applications Received before May 26 will receive priority consideration, but the position will remain open until filled

Mission at the Eastward (MATE) is seeking a high-performing motivated Executive Director who can lead and grow the organization in meeting its ambitious goals. MATE is a faith-based 501 (c)(3) non-profit located in Farmington Maine, with a strategy to create safe housing through volunteer home repairs, transitional housing, and the creation of youth opportunities to improve the lives of the disadvantaged in Western Central Maine. MATE hosts over 200 volunteers from 10-12 work groups each summer to renovate and repair 50+ homes in Western Central Maine.

The ideal candidate for this position will demonstrate the ability to lead, inspire and collaborate with a dedicated staff, building relationships with community and mission partners. The Executive Director will: manage the day-to-day activities, operations and budget, lead MATE’s fund development efforts, oversee the work of staff and volunteers, lead community outreach and collaboration, interact with a strong and experienced Board of Directors and serve as the primary spokesperson for the organization.

This is a full-time position, reporting to the Board of Directors, that includes both seasonal hours and flexible time throughout the calendar year. MATE offers an employment package with compensation and benefits based on the candidate’s experience and needs.

*MATE’s Mission: To "love our neighbors" through volunteer home repairs, transitional housing, and youth outreach to create lives of hope, security and dignity in Central Western Maine.

Vision: Building lives, we envision a community of help, hope and connection.

*MATE’s website is www.MissionAtTheEastward.org

Please apply with resume, cover letter, and referral source to MATE-ED-Search@gmail.com
Core Responsibilities

- **Leadership:** Provide strategic and operational oversight for all aspects of MATE programs of housing renovation, transitional housing, and community outreach to advance our mission.

- **Fundraising:** Lead fundraising efforts with increased donor outreach, new donor engagement, grant writing, and enhancing our charitable giving options.

- **Communication and Outreach:** Communicate, collaborate, and engage with volunteers, businesses, foundations, local government, and other non-profits, as the primary spokesperson, using a variety of methods and media.

- **Finances:** Manage MATE’s finances, budgeting, reporting and oversight of the endowment.

- **Lead and ensure communication and development of our 3-person staff and our Board of Directors.**

- **Oversee the physical space of MATE, including transitional housing.**

The ideal candidate:

- **Bachelor’s degree, possibly a Master of Divinity**

- **Prior experience in leadership at a non-profit**

- **Demonstrated success in fundraising and grant application and management process**

- **Management experience with an inclusive style that is encouraging and sensitive to diversity and equity.**

- **Experienced with housing strategies and community relationships**