



MCAA seeks a dynamic full-time Executive Director to lead MCAA's advocacy and policy goals on behalf of the entire network. The Executive Director will lead MCAA's overall management including fund development, implementation of MCAA's strategic plan, management of finances and supervision of MCAA staff. The Executive Director must have excellent networking, communication and project implementation skills.

This is an exciting opportunity for a strong leader and coalition-builder who wants to accomplish statewide impact for Maine's most vulnerable residents.

Key Responsibilities:

Organizational Oversight and Capacity Development

- Implement the mission and vision of MCAA as developed by the MCAA Board;
- Provide leadership to the MCAA Board and MCAA Affiliate groups in carrying out the work plans and policies authorized by the board.
- Responsible for the recruitment, employment, supervision and release of all personnel and internships;
- Establish procedures in accordance with the Bylaws and Board policies, and make decisions regarding administrative and supervisory matters;
- Develop and monitor an annual MCAA budget and keep the Board fully informed about the financial status of the organization;
- Explore, identify and/or develop opportunities for MCAA to pursue statewide and regional programming;
- Assist the Board of Directors in the development and implementation of a strategic plan to be updated every three years;
- Coordinate the annual development of a state-wide community needs assessment that meet the requirements of the CSBG program;
- Assist the Board of Directors in identifying and implementing strategies to improve the operating capacity of MCAA

Advocacy

- Develop an annual legislative agenda and implementation strategy.
- Advocate for MCAA and its mission at the state, regional and national levels.
- Promote economic security and opportunity for vulnerable and lower-income Mainers through policy, advocacy and training.
- Maintain contacts and provide leadership for high impact legislative action, program and policy development effecting Mainers living in crisis caused by poverty.
- Serve as a liaison between MCAA and state, regional and national organizations and agencies.

Leadership/Partnership Development

- Maintain relationships with other professional groups at the state, regional and national levels to build partnerships and coordinate efforts to end poverty.
- Represent MCAA on state, regional and national committees, coalitions, meetings, and conferences.
- Promote and provide leadership development opportunities for MCAA staff.
- Cultivate leadership at all levels of the organization and support the professional development of the Board of Directors and CAA Staff;
- Serves as the liaison between MCAA/CAAs and State/Federal agencies.

Knowledges, Skills & Responsibilities Required:

A Bachelor's degree and a minimum of five years in a leadership position; or a relevant combination of education and work experience.

Must possess the following skills and/or experience:

- Ability to work with a minimum of guidance.
- Knowledge of state and federal government.
- Ability to communicate vision and engage other individuals and groups.
- Ability to interact with a variety of individuals and organizations.
- Ability to convene groups, facilitate discussions and influence actions to promote the mission of MCAA.
- Experience with State and Federal legislative processes as well as public policy and administrative rule making
- Strong interpersonal, organizational and critical thinking skills.
- Strong and effective communication, both verbal and written
- An understanding of the causes and effects of poverty
- A passion for helping Maine people improve their lives
- Excellent organizational, project management and time management skills
- Detail-oriented
- Effective facilitation of group decision-making
- Excellent data management/report generation

INTERPERSONAL CONTACTS

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position. Manages difficult or emotional internal and external consumer situations; responds promptly to internal and external needs of the communities served including local, state or national governmental officials and their staff.

CONFIDENTIALITY OF INFORMATION

Has full access to statewide databases and MCAA equipment. Maintains the confidentiality of all materials in accordance with State and Federal laws and MCAA policies and procedures.

COMPENSATION AND BENEFITS

Due to the nature of the work and level of responsibility, this individual maintains a flexible schedule, which may go beyond a regular workweek, as an exempt employee.

- Full-time position; Salary commensurate with experience. MCAA offers a competitive benefits package.

PHYSICAL EFFORT/ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee frequently is required to use hands, fingers, handle or feel object, must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The environment is a business office environment. Transportation is necessary.

Submit resumes to: Susan Richards: srichards@wmca.org