



Job title	Executive Director
Position summary	Serving as the chief executive and administrative officer for UMC, reporting to and coordinating with the President of the Board, the Executive Director Provides management, planning implementation and leadership for United Midcoast Charities as both a visionary and strategic leader.
<p style="text-align: center;"><u>Major responsibilities</u></p> <ul style="list-style-type: none"> • Fundraising/Fund Development and Stewardship <ul style="list-style-type: none"> ○ Identify, cultivate and solicit major and planned gifts, and relationships with foundations, corporations, individuals and community organizations ○ Effectively plan and implement multiple direct mail appeals each year in conjunction with Development & Communications Committees • Community & Public Relations <ul style="list-style-type: none"> ○ Act as the public face for UMC, Represent UMC to key constituents to create community awareness of the mission of UMC and to gain financial support for UMC's mission & programs • Oversee Short & Long Term Planning to execute strategic goals <ul style="list-style-type: none"> ○ Work with Board and Committees with to establish policies and implement programs to achieve the organization's goals and objectives • Fiscal Management <ul style="list-style-type: none"> ○ Develop & Monitor the Budget to reach strategic goals ○ Supervise the maintenance of all financial systems & records • Administration & Human Resources <ul style="list-style-type: none"> ○ Monitor all day to day activities of the organization; Administer and manage the space, systems and personnel through which the above functions are achieved 	
<p><u>Key capabilities</u></p> <ul style="list-style-type: none"> • Proven success in a leadership position overseeing operations of an organization, program or foundation, including track record of maintaining solid relationships with staff, board, donors & community. • A minimum of three years of senior level nonprofit organization experience is preferred. • Successful resource development, fundraising and philanthropy experience. • Significant experience as a paid or volunteer leader at a nonprofit organization. • A solid knowledge of accounting, budgeting and financial management. • Extensive experience in leading and implementing ongoing strategic planning. • Extensive experience in public speaking/public relations and marketing – and adept at using all channels, including website & social media, to promote the organization's work. 	
<p style="text-align: center;"><u>Key relationships</u></p> <p>Reports to: Board of Directors Supervised by: Board President, Relevant performance info also given by committee chairs Direct Reports: Program Coordinator (F/T exempt position)</p> <p>Other Key Relationships: Board and Committee Members, Community Leaders, Donors, Area Nonprofits</p>	
<p style="text-align: center;"><u>Key performance indicators</u></p> <ul style="list-style-type: none"> • Fundraising success to meet budgeted income goals and award grants • Organizational management to maintain approved budget • Productive Relationships with UMC's constituents to further the organization's goals • Enhanced awareness of UMC as a philanthropy partner in Knox and Waldo county communities 	