



Job Title: Chief Executive and Advancement Officer

Organization:

Maine Adaptive Sports & Recreation (MASR) is a nationally recognized leader in promoting and providing year-round adaptive sports and recreation for children (4+) and adults with disabilities. Built on thirty years of success as Maine Handicapped Skiing, we updated our name in 2012 to reflect a broadened mission. We offer participant-centric, staff-directed, and volunteer-delivered programming on a year-round basis. Currently we deliver services at more than a dozen locations throughout Maine. Our volunteers and participants come from 13 states, in addition to a few regular international participants from Canada and abroad.

Salary/Benefits:

Range of \$75k-\$95k, commensurate with experience and skills, with the opportunity for adjustment upon attaining certain goals. Health insurance stipend/QSERHA option, 13 days of paid time off annually (PTO) plus 10 annual holidays.

Job Description:

The Chief Executive and Advancement Officer (CEAO) of MASR is responsible for the advancement of the organization and implementation of policies established by the Board of Directors, as well as management towards our annual and long-range strategic initiatives, financial and organizational goals.

We seek a hands-on leader who can engage and work collaboratively with our diverse stakeholders, including the Board, corporate sponsors, prospects and donors, staff, volunteers, program participants and host sports venues. While the Board, its Executive Committee and Board President will provide guidance and direction, we will hire the individual who has the vision to take us into the future, while also being capable of immediately working through the financial challenges brought on by the pandemic. The ideal candidate will live within commuting distance to Bethel, Maine.

Duties:

- Collaborate with the Board and advancement staff to grow MASR's annual operating and endowment fundraising revenue, including by expanding our donor base.

- Manage a portfolio of 50 or more major donors/prospects through the giving lifecycle.
- Apply strong financial management skills to develop and deliver planned revenue and expense results.
- Develop close working relationships with a broad and diverse group of key individual and institutional stakeholders.
- Articulate and implement the MASR mission as the visible, passionate, and energetic public face of the organization.
- Assist the Board with its strategic plan and lead the implementation of the plan through effective operational leadership.
- Ensure that MASR has a talented and motivated staff that operates as a high-performance team.
- Lead and collaborate with staff directors to ensure that MASR's day-to-day operations are organized and run in an efficient and effective manner.
- Supervise the Program Director and program staff so they:
 - Manage programming that fosters a positive and fun culture that provides an inclusive, inviting, and safe environment for MASR'S participants and volunteers to learn and grow together.
 - Recruit, develop and support new volunteers so that MASR can advance by strengthening our volunteer base.
 - Have an active outreach plan so we improve our marketing efforts to persons with disabilities, for example, by working with outside agencies and medical professionals.
 - Supervise MASR's programs, locations, and volunteers according to "best practices" in the field of nonprofit, adaptive teaching, and safety practices.
 - Solicit and evaluate feedback from volunteers, participants, and donors, providing feedback to these stakeholders; ensure record keeping and documentation of improvements and changes resulting from stakeholder input.
 - Collaborate with the other MASR staffs to ensure that our strategic goals are achieved.

Qualifications:

- A passion for MASR's mission and core values
- Experience with major capital campaigns and principle/major gifts
- Ideal candidate will bring a network of existing relationships to benefit Maine Adaptive
- Strong interpersonal skills to create positive relationships with all members of the diverse MASR constituency
- Well versed in strategic planning and implementation
- A successful track record of management and organizational leadership
- Excellent communication abilities including public speaking and writing skills
- Demonstrated financial management and budgeting skills
- Volunteer and non-profit experience highly desirable
- Background working with people who have disabilities is a plus

- Successful track record in engaging the community, businesses, community organizations and other key stakeholders
- Undergraduate degree required; advanced degree preferred

Please submit resume and a cover letter on or before August 30, 2022 to the attention of Paul Hogan, Maine Adaptive Search Committee Chair, via email to: peoplecommittee@maineadaptive.org or by mail to PO Box 853, Bethel, Maine, 04217.

Further information about Maine Adaptive Sports & Recreation can be found at www.maineadaptive.org.

EQUAL EMPLOYMENT OPPORTUNITY

MASR is an equal opportunity employer and works to include diversity amongst its staff. MASR prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants, without regard to sex, gender identity, race, color, religion, national origin, ancestry, age, marital status, mental or physical ability, sexual orientation, genetic information, veteran status, or any other classification protected by federal, state, or local law. Equal Employment Opportunity applies to all personnel practices, including (but not limited to) recruitment, hiring, training, promotion, termination, leaves of absence, compensation, discipline, evaluation, benefits, transfers, educational assistance, and social and recreational activities.