

Seeking a Bold, Dynamic Leader for the Maine Women's Fund

CHIEF EXECUTIVE OFFICER

The Fund seeks a CEO who is passionate about investing in the power of women and the dreams of girls and who will work with the Board to fulfill the Fund's mission. The top priorities for the CEO are effective fundraising, grantmaking, and fiscal efficiency. As the organization's chief fundraiser, the CEO is responsible for working with the Board and staff to develop long-term, successful strategies to broaden the organization's funding base and grow the impact and influence of the Fund throughout Maine. The CEO will expand and manage the Fund's relationships with donors, professional advisors, community leaders, and key strategic partners throughout the State with the goal of increasing the Fund's philanthropic assets.

ESSENTIAL FUNCTIONS

Fundraising

- Oversees all aspects of donor cultivation.
- Actively solicits and grows the portfolio of major donors, including individuals, businesses, and foundations.
- Develops innovative fundraising strategies.
- Ensures successful fundraising campaigns and activities.
- Develops planned giving efforts and works to expand and diversify the funding base of the organization.
- Works with Board members, staff, and volunteers to build and sustain a fundraising culture.
- Provides strategic direction and support to all philanthropic initiatives of the Fund.

Board Relations

- Works with the Board of Directors to set the organization's strategic vision.
- Reports regularly to the Board of Directors regarding progress toward the organization's strategic objectives, financial status of the organization, and other relevant issues.
- Works closely with the Executive Committee to set Board agendas and monitor organizational progress.
- Supports and guides Board development in conjunction with Board leadership.

Community Building & Public Relations

- Establishes strategic partnerships and effective relationships throughout the State with community leaders, educators, policy makers, foundation and corporate funders, grantees, and individual donors to ensure visibility, collaboration, and sustainability.
- Increases public awareness of the Fund through media relations and public speaking.
- Supports Board members, grantees, and volunteers in opportunities to raise visibility about the organization.

Board of Directors

Jennifer Goldman
Co-Chair

Layne Gregory
Co-Chair

Patricia F. Kimball
Treasurer

Melinda P. Shain
Secretary

Melanie Brooks

Michaela Cavallaro

Laura Tarbox Desmarais

Joan M. Fortin

Ariel Kernis

Erica Libby

Sandra D. Lipsey

Pamela J. Maus

Mish Morgenstern

Georgia Nell Nigro

Interim Executive Director

Cathy Kidman

Operations & Administration

- Ensures sound financial management of the organization, and financial accountability for all contributions and organizational assets.
- Ensures successful grantmaking process and other grantee support.
- Collaborates with Chief Operating Officer to manage the human resources of the organization effectively according to personnel policies and procedures that conform to current laws and regulations.

QUALIFICATIONS

Skills & Knowledge

- Demonstrated success meeting and exceeding fundraising goals, including success with major gifts.
- Proven track record of identifying and cultivating high net worth donors.
- Understanding of and commitment to women's philanthropy and women's issues.
- Ability to interact with community members, grantees, and donors from diverse cultural, economic, educational, and vocational backgrounds, including both rural and urban communities.
- Experience representing an organization to the media.
- Ability to travel regionally and nationally as needed.
- Proficiency with computer technology.
- Excellence in verbal and written communications.

Education & Professional Experience

- Bachelor's degree required; advanced degree preferred.
- Proven track record of fundraising with major donors, corporations, and foundations, including demonstrated success developing and executing capital campaigns.
- Experience with staff supervision.

COMPENSATION AND BENEFITS

- Salary commensurate with experience.
- Benefits eligible.
- Potential for flexible hours.

TO APPLY

Please submit a letter of interest, a resume, responses to the questions below, and the names and contact information of three references **in one .pdf document** by December 31 to "Maine Women's Fund CEO Search Committee" at careers@mainewomensfund.org.

As part of the application, provide responses to the following questions (in 500 words or less for each question):

- What do you think are the most important issues facing women and girls and how can a public foundation address them?
- What is your philosophy and approach to donor engagement?

The Maine Women's Fund is committed to identifying and recruiting a broad and diverse pool of qualified candidates for this position. The Maine Women's Fund is an equal opportunity employer.