



Maine Adaptive

SPORTS & RECREATION

Job Title:

Executive Director

Organization:

Maine Adaptive Sports & Recreation

Salary:

Commensurate with experience

Job Description:

Maine Adaptive Sports & Recreation is a recognized national, regional and state leader in promoting and providing adaptive sports and recreation for children (4+) and adults with disabilities. Built on thirty years of success as Maine Handicapped Skiing, we changed the organization's name in 2012 to reflect a broadened mission to offer more activities to more people on a year-round basis. It is a very exciting time to be part of this dynamic and growing organization as we seek an executive with strong strategic and operational skills and vision to help propel Maine Adaptive to the next level.

The Executive Director of Maine Adaptive Sports & Recreation is the Chief Executive Officer of the corporation. He or she is responsible for implementation of policies established by the Board of Directors as well as management towards Maine Adaptive's annual and long-range strategic initiatives, financial and organizational goals. While the Board, the Board's Executive Committee and the Board President will provide guidance and direction, we are looking for someone who will also provide visionary leadership for the organization.

Duties:

- Provide leadership and direction for day-to-day operation of the organization.
- Articulate and implement the Maine Adaptive mission as the visible, passionate and energetic public face of the organization.
- Collaborate with the Board and development staff to grow Maine Adaptive's annual and endowment fundraising results.
- Develop close working relationships with a broad and diverse group of key stakeholders including the Board, program participants, volunteers, staff, host sports venues, sponsors and donors.
- Assist the Board in developing strategic plans and lead the implementation of those plans through effective operational leadership.
- Collaborate with the program staff and outside organizations to effectively market Maine Adaptive's programs to people with disabilities.
- Apply strong financial management skills to develop and deliver planned revenue and expense results.
- Ensure that Maine Adaptive operates according to "best practices" in the field of nonprofit and adaptive teaching and safety practices.
- Foster a positive and fun culture that provides an open, inviting and safe environment for Maine Adaptive participants and volunteers to learn and grow together.
- Ensure that Maine Adaptive has a talented and motivated staff that operates as a high performance team.

Qualifications:

- A passion for Maine Adaptive's mission and core values
- Strong interpersonal skills to create positive relationships with all members of the diverse Maine Adaptive constituency
- Well versed in strategic planning and implementation
- Experience with major capital campaigns and cultivating donor relationships
- A track record of successful 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
- Some background working with people who have disabilities is a plus
- Strong community engagement through business and community organizations
- Undergraduate degree required; advanced degree preferred
- Willingness to relocate to the Bethel, Maine area

Please submit resume and a cover letter on or before Saturday, September 15, 2018 to the attention of Mark Ecker, Maine Adaptive Search Committee Chair via email to: mark.ecker@hotmail.com, or mail to, 8 Sundance Lane, Newry, ME 04261.

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