



## MAINE ENVIRONMENTAL EDUCATION ASSOCIATION

[www.meeassociation.org](http://www.meeassociation.org)

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### **JOB POSTING:**

#### **Executive Director, Maine Environmental Education Association**

The Maine Environmental Education Association (MEEA) is conducting a search for its first executive director. MEEA is a thriving, innovative, nationally leading professional association for environmental education. MEEA focuses on strengthening and broadening the environmental education field, and advocating for Maine's ability to provide powerful learning experiences that lead to healthy, equitable, and resilient communities. The successful executive director will be an outstanding leader who will continue and build upon the remarkable programmatic growth and success that MEEA has had in the last few years.

MEEA builds public support for environmental education through our federal and statewide advocacy and policy work; aligns the actions of environmental education providers throughout Maine through effective communication and networking, and acts as the voice of Maine environmental education professionals at both the regional and national level. MEEA collaborates across sectors to advance policies that advance environmental literacy and create a more sustainable future for all Maine communities.

In recent years, MEEA has had notable success in developing and implementing innovative leadership programs that nurture emerging environmental leaders, helping build a more diverse, equitable, and inclusive environmental sector, and mobilizing funding in an equitable manner to support the advancement of the environmental field.

The executive director position is funded as a 50% FTE position, with support from major grants committed through mid-2021. Salary will be competitive and commensurate with experience.

#### **Over-all Responsibilities**

Reporting to the Board President and the 15-member Board of Directors, the executive director will lead, oversee and implement all MEEA operations and programs, in line with the goals, objectives, and policies established by the board.

The executive director will ensure that all MEEA activities and programs advance MEEA's mission, vision, values, policies and strategic plan. The executive director will supervise staff (including paid employees, contractors, and volunteers) and will develop and manage MEEA's operating budget.

The executive director will represent MEEA in a wide range of public and private settings, oversee the day-to-day operations, manage fundraising and membership initiatives, plan and implement events and programs, seek operational and program grants, and carry out regular

communications with members, constituents and stakeholders in Maine, New England, and the environmental education field throughout the U.S.

**Specific areas of responsibilities include:**

***Stakeholder Relations and Engagement*** – building MEEA’s membership; enhancing recognition and relationships for MEEA and environmental education through high-quality programs, effective partnerships, and media profile; provide leadership for a welcoming and inclusive environment for staff, volunteers, members, program partners and participants.

***Programs and Operations*** – developing and managing all programs and initiatives that advance the MEEA strategic plan and support the Maine Environmental Literacy Plan; overseeing the assessment of projects and evaluating the impact the organization makes in the environmental education community; managing and maintaining MEEA’s messaging through its website, social media channels, and direct communications with members and other constituents; ensuring that all MEEA programs such as the annual conference and Emerging Environmental Changemakers Network continue to grow in scale and impact, and are well planned, staffed, implemented, and evaluated.

***Fundraising*** – with appropriate board committees, setting fundraising goals, designing and implementing fundraising plans; securing grant funding, and implementing fees-for-services for programs and other projects.

***Financial and Legal*** – developing and managing MEEA’s annual operating budget and business plan for board approval; maintaining recording keeping systems and databases; facilitating periodic financial reviews; ensuring that MEEA conforms with all applicable state and federal regulations and reporting requirements.

**Minimum Qualifications**

- A bachelor’s degree in education, conservation, natural resources management, community development, nonprofit management or equivalent field is required.
- Experience in developing and managing environmental and/or educational programming, or non-profit operations.
- Experience in various forms of fund raising and revenue building, such as grant writing, individual giving, corporate sponsorships, special events, or fee-for-service programs.
- Written and oral communications and facilitation skills, in small and large group settings, in face-to-face as well as virtual formats.
- Ability to implement multiple tasks with different priorities and objectives and willingness to support various organizational projects.

**Preferred Qualifications**

- A master’s degree in any of the areas of concentration listed above.
- At least a five year record of leadership in non-profit management, organizational operations, program management, and fundraising.

- Key roles in developing, implementing, monitoring and reporting on grant funded projects that exceed \$50,000.
- Proven communications skills, and demonstrable ability to build teams, work collaboratively with and motivate many others.

*MEEA values inclusiveness and diversity in its broadest sense. MEEA welcomes everyone to work with us, including but not limited to, people of all races, ethnicities, genders, sexual orientations, abilities, ages, national origins, socioeconomic status, religious affiliations, languages, and heritages. MEEA is an equal opportunity employer and does not tolerate discrimination nor sexual harassment in the workplace under any circumstance. MEEA is committed to becoming a diverse, inclusive, and equitable organization*

### **How to apply**

Send your resume and a thoughtful cover letter, in a single PDF document, to [execdirsearch@meeassociation.org](mailto:execdirsearch@meeassociation.org), by August 31, 2018.

Inquiries are welcome and may be sent to Adrian Ayson, at [adrian@meeassociation.org](mailto:adrian@meeassociation.org).

MEEA's website is at [meeassociation.org](http://meeassociation.org).