



535 Civic Center Drive, Augusta, Maine 04330 – Tel: (207) 621-9872
www.mainetreefoundation.org

Executive Director Search February 2022

The Maine TREE Foundation, an independent, private, 501c3 non-profit, is Maine's pre-eminent statewide leader in educating and advocating for the sustainable use of the forest and the ecological, economic, and social health of Maine's forest community. We seek an executive director with proven non-profit leadership and fundraising experience who shares our vision and who will actively promote and support our education programs for schools, government, media, and the general public, as well as our partnerships within the forest community, and our programs for forest owners, workers, and users.

Maine TREE Foundation accomplishes its mission through the following programs:

- Project Learning Tree (PLT), a nationally-recognized curriculum and professional development program that we use to inform Maine's K-12 teachers, professors, foresters, landowners and through them, the general public, about sustainable forestry;
- Two week-long Summer Forestry Teachers' Tours of Maine's forests and mills to facilitate a deeper understanding of outcome-based, sustainable forest management;
- Holt Research Forest, a 300-acre forest and research building in Arrowsic where we conduct long-term forest ecosystem research;
- Forest Ecology Research Network (FERN), a system of place-based learning centers that connects scientists, educators, students and the general public in identifying, cataloging and tracking trends in Maine's forests.
- Certified Logging Professional (CLP), a program that trains and certifies logger safety;
- Maine Tree Farm Committee, a nationally recognized program that supports, recognizes and certifies sound forestry practices by small woodlot owners.
- Keeping Maine's Forest (KMF), a collaborative forum of diverse stakeholders involved in in-depth discussions about the future of Maine's forests;

Founded in 1989, the Maine TREE Foundation's assets include a knowledgeable, experienced and passionate full-time staff of 3 plus 2 under contract; a well-connected Board of Directors



that meets quarterly; a vast, proud, statewide network of active stakeholder volunteers across our programs; a seat at the table and strong working relationships within Maine's forestry, environmental education and natural resources organizations; and an annual budget of \$420,000 contributed from individuals, non-profits, members of the business community, and by grants from foundations, government sources, and other entities.

The Executive Director guides and supports the development and success of the Maine TREE Foundation with the following major responsibilities:

1. Maximize the potential of the organization's current programs and strategically develop new ones to advance its mission.
2. Develop and strengthen the financial foundations for the organization's programs across the spectrum of nonprofit funding mechanisms: philanthropy, foundation grants, planned giving, and direct appeals.
3. Work effectively with the Board of Directors to operate the organization, set long term goals, and develop and implement a strategic plan.
4. Manage the resources of the organization to fulfill the mission, develop annual budgets, ensure proper accounting and reporting, and manage staff and contracted personnel.
5. Promote collaboration among key stakeholder groups and organizations.
6. Serve as the organization's most active and visible link to its audiences and partners.

Executive Director Qualifications:

A minimum of a Bachelor's degree is required plus 5 or more years of relevant leadership experience. Knowledge of and strong relationships within Maine's forests, forest industry, NGOs, individuals, and other stakeholders is key. Fundraising skills and strong communications abilities are essential to the position. The ability to coordinate and manage forest ecology research through relationships with academic institutions as well as with strategic partners will be an asset to the successful candidate.

The successful candidate will be able to demonstrate:

1. Proven experience as a strategic, mission-driven leader, preferably in a non-profit setting with an educational component;
2. A strong public presence with goal-driven, highly effective written and verbal communication, outreach, and marketing skills;
3. An ability to develop compelling and successful fund-raising requests for individuals, corporations, foundations and governments and to support ongoing donor relations;
4. A collaborative mind set and ability to manage a high-performing team and to work effectively with the Board of Directors;



5. Strong financial management skills including budget preparation, analysis, decision-making and reporting;
6. Effective use of office and data management technology;

Compensation will be commensurate with experience. The Maine TREE Foundation offices are located in Augusta, Maine. This is a full-time, permanent position. For the successful candidate, the Board may entertain a flexible schedule and remote work arrangements.

To apply, please send a cover letter, resume and references (to be contacted for finalists only) to: info@mainetree.org.

Applications are due by March 15, 2022, candidates will be interviewed in early April, and it is anticipated that the new Executive Director will be hired in May. Position will remain open until filled. It is highly desirable that the new Executive Director be on board and available to attend the 2022 Summer Forestry Teachers 'Tours, scheduled for July 12-15 and July 26-29.

