**Executive Director**

**Midcoast Council of Governments (MCOG)**

Executive position responsible for the organization’s leadership, strategic direction and operations.

MCOG advances the economic development interests of Midcoast Maine – including Knox, Lincoln and Sagadahoc Counties, and portions of Cumberland and Waldo Counties. MCOG communities share a common purpose – to strengthen municipal government while combining resources for meeting regional challenges beyond individual capacities. MCOG facilitates communication and coordination among communities, shared pursuit of economic opportunities, and delivery of programs and services.

The Executive Director reports to a Board of Directors and works closely with its Executive Committee.

**Responsibilities**

* ***Overseeing the development of a high-level strategic plan****.* Developed in collaboration with the Executive Committee and updated annually, the strategic plan for the organization should clearly articulate organizational goals, objectives, related actions, and metrics for measuring progress. The first plan should be in place within one year of hire. The Executive Director should oversee the plan development, but also be a participant in setting goals and strategies.
* ***A high-functioning team.***The Executive Director is responsible for developing and leading a group of people with specific roles and complementary talents and skills and creating an organizational culture that would inspire the staff to a common purpose and seek high levels of collaboration and innovation to produce superior results. The Executive Director oversees all other human resources functions and ensures compliance with applicable laws and regulations.
* ***Value-added programs and services.*** MCOG’s future depends on developing a maintaining a portfolio of programs and services that deliver value to communities in the MCOG region. A core responsibility is to oversee the preparation of the Comprehensive Economic Development Strategy (CEDS) – a federally-funded planning process designed to guide the economic prosperity and resiliency of an area or region; the CEDS is updated annually. Current programs and services also include a portfolio of economic development loan programs, planning services, and group purchasing.
* ***Financial resources.***the Executive Director is responsible for ensuring sufficient resources for meeting organizational needs, managing associated relationships, and delivering clean annual audits. The organization currently runs on a combination of financial contributions from the counties, and soft money from grants. The Executive Director prepares the annual work plan and budget and receives all funds **of MCOG.**
* ***Day-to-day operations****.* In addition to people leadership, financial oversight, and office management, the Executive Director is responsible for ensuring timely compliance with all regulatory and reporting requirements and will prepare, issue and review requests for proposals to obtain services as authorized by the Board of Directors.
* ***Strategic communications****.* Success in this position depends on strong communication – with the Board and its Executive Committee, with funders, and with communities in the MCOG region. The Executive Director will develop and use a strategic communications plan as a guide to organizational communications, including (at a minimum): preparing agendas, reports and related materials for committee and board meetings; basic collateral describing MCOG projects and services available to municipalities in the MCOG region and associated fees if any; quarterly updates (minimum) to counties and communities in the MCOG region on value-added projects and services provided; responding to an annual report and associated financials; updates and reporting to grantors and donors; and an up-to-date website.
* ***Provide direct and fundable services in the areas of planning and/or economic development.*** Because this is a small organization, for the short term at least, the Executive Director will need to provide planning and/or economic development services that can be reimbursed either from local governments or grant sources.

**Skills and experience**

Required:

* A proven track record of bringing people with diverse perspectives together around common goals.
* Demonstrated success building high functioning teams.
* Progressively responsible experience managing people and organizations.
* Demonstrated success with financial management – including revenue forecasting, financial reporting, and clean annual audits.
* A history of successfully winning and managing federal and state grants and managing associated federal and state compliance.
* Excellent communications skills at all levels.
* *Experience in one or another of the fields of municipal planning, municipal economic development, regional planning, or regional economic development*

Desired:

* Progressively responsible and relevantexperience with economic development and city or regional planning.
* Demonstrated success building programs and organizational capacity.
* Experience marketing services.
* Strong project management.

**Other**

The Executive Director is a full time, salaried position that involves work in an office setting. Occasional in-state and out-of-state travel is required.

**Working Conditions:**

Normal office environment. Minimum physical effort required. Operations of office machines such as computers and photocopiers are routine. Must have ability to travel to meetings across the region.

*MCOG is an equal opportunity employer.*