



JOB DESCRIPTION

President & CEO

Reports to: Board of Directors

Location: Bangor, Maine (with regional travel)

Position Type: Full-Time, Exempt

Hiring Range: \$105,000-\$125,000 (depending on experience)

Overview

The President & CEO serves as the visionary leader of Heart of Maine United Way (HoMEUW), responsible for advancing the organization's mission, strategy, and long-term sustainability. This role provides strategic leadership and operational oversight, fostering a high-performing team culture while mobilizing resources, strengthening partnerships, and positioning HoMEUW as a trusted, innovative community leader.

The CEO leads the organization toward achieving the Opportunity 2028 Bold Goals by connecting people, purpose, and resources—ensuring HoMEUW remains relevant, impactful, and financially strong in a changing philanthropic and community landscape. The President & CEO ensures that HoMEUW operates as a focused, well-led, and high-performing organization.

Linchpin Role

The CEO is the connective force between mission, people, and resources. Specifically the CEO is accountable for ensuring that

- Significant leaders and donors are actively engaged and inspired to invest in HoMEUW's vision.
- The organization is viewed as credible, forward-thinking, and indispensable to the region.
- A strong, empowered leadership team is performing at a high level with clarity, accountability, and shared ownership of results.
- Maintaining organizational stability, credibility, and readiness for growth or transition.

Primary Responsibilities

Strategic Leadership & Vision

- Execute the Board-approved strategic plan and annual priorities.
- Provide clear strategic direction aligned with Opportunity 2028 and the Board's priorities.
- Translate long-term goals into executable strategies that guide staff, volunteers, and partners.
- Lead organizational adaptation, innovation, and growth in response to emerging community needs and opportunities.

Resource Development & Community Leadership

- Serve as a lead ambassador for HoMEUW, cultivating relationships with major donors, corporate partners, foundations, and public leaders.
- Maintain a personal portfolio of key donors and play a primary role in major gift cultivation and solicitation.



- Ensure diversified and sustainable revenue streams, including workplace campaigns, individual giving, major gifts, sponsorships, and grants.
- Position HoMEUW as a trusted convener and thought leader within the regional nonprofit and civic ecosystem and community.
- Represent HoMEUW consistently and professionally in public, civic, and philanthropic settings.

Board Partnership & Governance

- Maintain a strong, transparent working relationship with the Board of Directors.
- Partner closely with the Board of Directors to advance strategic priorities and ensure effective governance.
- Provide the Board with timely, accurate information to support decision-making and fiduciary oversight.
- Respect and reinforce the distinction between Board governance responsibilities and CEO management authority.
- Maintain accountability for organizational performance within Board-established policies.

Team Leadership & Organizational Culture

- Build, develop, and retain a high-performing leadership team aligned with HoMEUW's values and strategic direction.
- Directly supervise and support the senior leadership team.
- Responsible for organizational design/structure as HoMEUW evolves.
- Set clear expectations for leadership performance, decision authority, and outcomes.
- Foster a culture of trust, collaboration, accountability, and continuous improvement.
- Empower leaders to own their linchpin roles while maintaining clarity around decision-making and outcomes.

Operational & Financial Stewardship

- Ensure operational excellence, fiscal integrity, and effective use of resources.
- Maintain ultimate responsibility for operational effectiveness and financial health.
- Oversee budgeting, financial planning, and performance monitoring in partnership with the CFO.
- Maintain strong systems, processes, and data practices that support transparency and informed decision-making.
- Oversee systems, policies, and internal controls that safeguard organizational resources.

Community Impact & Alignment

- Ensure all programs, initiatives, and investments align with HoMEUW's mission and deliver measurable results.
- Use data and evaluation to assess effectiveness and inform decisions.
- Champion equity, inclusion, and community voice in strategy, partnerships, and decision-making.
- Strengthen cross-sector collaboration to maximize impact.



Leadership Boundaries & Decision Authority

The President & CEO:

- Has authority over day-to-day operations, staffing decisions, and resource deployment within the approved budget.
- Makes strategic recommendations to the Board and implements Board-approved decisions.

Leadership & Culture Expectations

The President & CEO is expected to:

- Lead with professionalism, authenticity, integrity and consistency.
- Communicate clearly, make timely decisions and follow through on commitments.
- Model accountability, curiosity and respectful leadership.
- Balance decisiveness with collaboration and shared leadership.
- Build leadership capacity across the organization.

Qualifications

- Bachelor's degree in a related field required; advanced degree preferred.
- Eight or more years of senior leadership experience, ideally within nonprofit, philanthropic, or community-based organizations.
- Demonstrated success in nonprofit management, fundraising, revenue diversification and financial oversight.
- Proven experience leading and developing high-performing teams.
- Strong strategic, financial, and operational acumen.
- Strong judgment, organizational discipline, and relationship management skills.
- Knowledge of or connection to the regional community and philanthropic landscape is strongly preferred.
- Although not required, United Way experience is preferred.