



Capital Area New Mainers Project

Executive Director Job Description

The Capital Area New Mainers Project is a cross-cultural organization that welcomes refugees and works to create a thriving, integrated community in central Maine. Founded in 2017, CANMP works with more than 100 refugee families in Kennebec County. Our organization seeks an energetic, creative, committed, and impactful person to serve as our part-time Executive Director. The position is available immediately with the following responsibilities:

Resource Development and Maintenance

- Fundraising, including grant writing, annual fund, direct mail, events
- Fiscal management, including bookkeeping, tax reporting, working with CPA firm

Program Planning and Implementation

- Managing volunteers
- Developing programs to meet needs of refugees, and educating broader community

Property Management and Maintenance

- Overseeing Better Housing Program, including three properties owned by CANMP

Community and Public Relations

- Internal/external communications, social media, media relations, serving as CANMP spokesperson
- Participating with regional/statewide discussions on immigration in Maine
- Developing/maintaining partnerships with state agencies, NGOs and others

Staff and Board Relations

- Hiring, training, and supporting staff members, and managing board of directors

Hours

The part-time Executive Director is expected to work 20-25 hours per week on a flexible schedule. The nature of the job may require work outside of traditional business hours. Some remote work is possible.

Compensation

\$35,000 - \$45,000 for this part-time position.

Preferred Qualifications

- Bachelor's degree
- 2 to 5 years leading or working at a non-profit, or other leadership experience
- Fiscal and program management, grant writing, outreach, and passion for growing a diverse community.

Please send a cover letter and résumé to: newmainersproject@gmail.com