

## **MRC Executive Director**

### 2025 Job Description and Responsibilities

#### **(20%) Strategy & Communications**

- Articulate the MRC's mission and goals by working with the board, staff, and stakeholders to build alignment with MRC priorities and a clear strategic vision for the organization.
- Lead vendor relationships, supervise collaborative tasks, and manage contracted staff positions to ensure alignment with MRC mission, programs, and goals.
- At the discretion of the Council Chair, serve as a communications liaison for the MRC with relevant external stakeholders.
- Provide recommendations, make key decisions, and seek guidance to effectively execute MRC programs and goals.
- Establish strong grantee communications, ensuring clear points of contact for grantees, streamlined and timely communication from the Council, and clear guidance for the resolution of any challenges with grantees.

#### **(40%) Program & Operations Development**

- Develop operational strategies and procedures to ensure effective implementation of MRC programs and funding activities, ensuring consistent grantmaking in line with the Council's priorities.
- Coordinate with key internal and external stakeholders, including MRC Council Members, the OAG, and other state departments, to ensure alignment on goals and develop collaborative processes to ensure efficient and effective grantmaking.
- Prepare, send, and track award letters, grant agreements, and related documents, confirming compliance with all state and MRC regulations and laws.
- Assist the Finance Committee in the budget development process, monitor budget performance regularly, and provide regular financial reports to the Council, Committees, and external partners, as requested.
- Develop and manage a team to deliver effective oversight of the grant portfolio.

#### **(40%) Grant Administration, Management, & Oversight**

- Establish and maintain a system for grant process and impact monitoring, including reporting and analysis, to ensure intended impacts are achieved.
- Assist the OAG in the establishment of a risk management system to monitor grantee compliance and financial due diligence, including processing, tracking, and reporting on grant payments and reconciliations.
- Ensure best practices in grantmaking, including maintenance and monitoring of grant records, managing and tracking reporting requirements, and managing modifications (e.g., changes in dates, scope, budget, or terms).
- Work with program staff to develop and implement corrective action plans, as needed, based on monitoring and evaluation findings.

#### **Skills and Qualifications**

- A bachelor's degree or equivalent experience in a field related to the nonprofit sector is required.
- Strong stakeholder management skills with demonstrated ability to create consensus and drive progress across multiple stakeholder groups.
- Prior experience managing staff and building a supportive work environment.

- Prior experience working with government bodies is preferred.
- Demonstrated experience in managing a portfolio of grants, including 5+ years of grant management policy and process oversight, is required, and experience specifically building grant portfolios is preferred.
- Knowledge of budgeting, analysis, reporting, and grants management is required.
- Superior analytical and data management skills, with demonstrated attention to detail, accuracy, and high-quality work.
- Strong computer skills and experience with Microsoft 365 Office Suite, especially Outlook, Excel, Word, PowerPoint, and DocuSign.
- Strong communication skills, both in person and in writing, are required.
- Prior experience in relevant areas, including non-profit or foundation management and substance use communities within Maine, is preferred. Preference may be given to people with lived or living experience of substance use.

**Compensation:** Commensurate with experience, up to \$110/hour.