

**Maine Equal Justice
Development and Operations Director
Job Posting**

Would you like to work with a collaborative, smart, dedicated group of policy, legal, and community organizing professionals to advance economic justice in Maine?

Job Summary: The person in this position guides and develops financial resources, oversees financial budgeting and operations, manages human resources, and supervises members of the admin team. The successful candidate will be able to plan, lead, manage, and implement work plans and annual goals. The candidate must be detail oriented and oversee a range of office functions. Work is performed under the supervision of the Executive Director.

About Maine Equal Justice: Maine Equal Justice is a nonprofit legal aid and economic justice organization located in Augusta, Maine that represents the interests of people with low income in the state legislature, before the courts and administrative agencies, and through outreach and organizing in the community. Maine Equal Justice focuses its work on many of the issues that affect people's daily lives – access to affordable health care, housing, food, income security, and racial equity and justice.

Areas of Responsibility

Resource development: Help lead a process to design and articulate development plan and strategies. Develop goals and activities for fundraising, outreach, and public relations. Identifies, cultivates, builds, and manages relationships with foundations and individual donors. Guide and manage grant solicitation and reporting processes as well as individual donor initiatives in support of development goals.

Financial oversight and planning: Direct the preparation of financial reports, including income statements, balance sheets, reports to the board, tax returns, and reports for government regulatory agencies. Support the development of annual budgets and oversees accounting, budgeting, and audit functions.

Human resources: Develop and oversee the administration of personnel and office policies, ensuring staff members understand organizational procedures and policies and are following best practices. Coordinate with benefit providers and communicates employee benefits on a regular and timely basis.

Oversee administrative operations and functions: Oversee organization administration, internal systems, and building maintenance. Oversee operations, policies, and practices, including information technology. Manage and support members of the administrative team and provides support to the board and board committees.

Knowledge, Skills, and Abilities

- Consistent follow through and detail oriented
- Strong writing skills and ability to write clearly, persuasively, and logically
- Ability to analyze complex issues and policies and translate them in to grant proposals
- Nonprofit management principles and practices
- Working knowledge of human resources management
- Ability to meet deadlines amidst competing priorities

- Ability to work in a collaborative and rapid-paced environment
- Strong judgement and problem-solving skills

Minimum qualifications: A 3-5-year combination of education, experience, and training in nonprofit management, fundraising, grant writing, and strong commitment to social, economic, and racial justice.

Licensing/Registration/Certification Requirements: None

Special Requirements: None

Salary and Benefits: \$62,000 - \$72,000/year, based on experience; health, dental, retirement; generous vacation, sick time, and holidays.

To apply: Submit a letter of interest and a resume (PDF's preferred) addressed to Robyn Merrill, Executive Director, and emailed to jstearns@mejp.org. Applications will be accepted until August 23. More information about Maine Equal Justice can be found at www.MaineEqualJustice.org. We encourage people of color, members of the LGBTQ community, and those with lived experience of poverty to apply. Maine Equal Justice is an Equal Opportunity Employer.