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JOB POSTING: Maine Cheese Guild (MCG) Executive Director

The Executive Director (E.D.) is the key organizational leader of the Maine Cheese Guild (MCG) a Maine nonprofit corporation doing business as a tax-exempt member organization under Section 501(c)(6) of the Internal Revenue Code. The Executive Director is responsible for overseeing the administration, development, and strategic vision of the organization. Key duties include managing communication, education, fundraising, social media marketing, online member portal, and community outreach using the help of established committees and volunteer board members. The position reports directly to the Executive Committee.

ESSENTIAL DUTIES & RESPONSIBILITIES OF E.D.

- Responsible for implementation of MCG's programs that carry out the organization's mission to support Maine cheese through education, advocacy, and establishing collective resources to support its members and partners.
- Coordinate and attend all MCG Board meetings, Executive Committee meetings and any relevant committee meetings
- Maintain contact with Guild members to understand their needs and capabilities and provide technical assistance and resources where available
- Management of MCG website and member platform for visibility and educational resources
- Represent the Guild at various functions and meetings across the State, and elsewhere as directed by the Executive Committee.
- Cultivate and maintain relationships with state, national, and international agricultural and cheese communities.
- Help develop and implement an annual agenda for the Guild based on the strategic goals of the organization and in collaboration with the Executive Committee (E.C).
- Manage monthly financial transactions and budget in conjunction with the Treasurer and bookkeeper. [The Treasurer monitors transactions, and generates financial reports.]
- Communicate clearly and professionally with all Guild and Board members.

Management Functions

- Manage the Guild and its activities including website upkeep, member relations, educational programming, volunteer management, finances, public relations, etc., within the framework of the Guild by-laws.
- Work with Board Secretary to complete all reports and filings required by law for governing a not-for-profit corporation and its operations, and archive those when necessary.
- Ensure there is an adequate system for the dissemination of information to all Guild members (emailing, social media platforms, website, etc.)
- Grant management and reporting
- Develop relationships with other organizations who have complementary missions locally and nationally.
- Expand and diversify and support all revenue-generating activities (examples include: Maine Cheese Festival, member drives, workshops, donor cultivation, and social media campaigns) in order to create long-term financial sustainability of the Guild.

Communications and Public Relations

- Communicate with the public and media on behalf of all members.
- Oversee the promotional plans and dissemination of materials to promote the Guild.
- Manage the creation and updating of any printed Guild materials.
- Create and post regular content to Guild social media platforms and online member forum.

Membership

- Solicit annual Cheesemaker, Trade, and Enthusiast members.
- Increase overall membership by 20%.
- Maintain up-to-date membership information including monitoring website map and search function
- Manage member communication including events, meetings and trainings, equipment sales or resources, intern and employment opportunities, general inquiries.
- Share educational and financial resources and opportunities with members
- Help organize and manage educational workshops for the membership and/or the public

Grants and Fiscal Management

- Prepare and present an annual budget in connection with the Board Treasurer
- Work in collaboration with grants committee to identify and apply for funding opportunities
- Ensure the annual budget is implemented to meet Guild objectives
- Provide accountability for necessary income, including membership dues, Cheese Festival income, and grants/fundraising as needed
- Provide leadership in soliciting sponsorships for Maine Cheese Festival revenue.

Other Duties as identified by the Executive Committee

PREFERRED QUALIFICATIONS

- Interest in agriculture and agricultural issues, especially as it relates to dairy
- Proven organizational skills
- Previous Grant writing/fundraising experience
- Ability to be self-directed and to work alone
- Experience in a leadership role for a non-profit or food-based organization
- Excellent verbal, written, and inter-personal communication skills
- Competency in public relations, member services, board communication
- Web management capability
- Availability for short-term travel to regional and national food industry events

PHYSICAL, MENTAL AND VISUAL REQUIREMENTS

Excellent verbal communications skills are required for talking with Guild members, committees and various media requests. Exceptional interpersonal skills are necessary for building and maintaining collaborative relationships that are essential to success. Work requires travel by automobile throughout Maine for meetings and program operations. Employee must maintain a valid ME driver's license and manage travel arrangements, including overnight accommodations. Employee is responsible for loading

and moving program materials, assorted promotional goods and/or tools into personal vehicles or other vehicles as needed to meet schedule deadlines. Work schedules fluctuate as needed to meet program management goals and planned schedules. Some lifting of heavy totes and cheese coolers is required, generally up to 40 lbs. Must have U.S. citizenship or a valid U.S. work permit.

SAFETY

Work is performed in and at various venues for meetings and events during the year. Travel by automobile requires attention to safe driving practices, including the wearing of seat belts. The E.D. is expected to follow motor vehicle laws of each state in which they will drive for business purposes, including laws prohibiting the use of cell phones while vehicle is being driven. The employee must be able to perform the duties and responsibilities of the position without posing a direct threat to his or her health and safety or the health and safety of other individuals in the workplace.

SUPERVISION RECEIVED

- The E.D. position will be evaluated by the Executive Committee throughout employment.
- The Board of Directors will provide the E. D. with an annual performance evaluation.

COMPENSATION

Commitment: average of 100hrs/month, estimated 25hrs/week, \$26/per hour

To apply: send resume and cover letter to mainecheeseguild@gmail.com