

**Overview:** The Executive Director is responsible for the overall stewardship of the organization, in partnership with and reporting to the Board of Directors. Duties include oversight and evolution of the organization's strategic direction, programs, finances, fundraising, human resources, stakeholder relationships, ongoing commitment to diversity, equity, and inclusion, and management of staff on day-to-day functions and operations.

**Position:** Full time, salaried, \$95,000-110,000/year depending on experience. Federal Fair Labor Standards Act Exempt. The employee is not eligible for overtime payment.

**Location:** Trekkers has a physical office in Rockland, Maine. Hybrid-remote and in-person from Trekkers' Rockland based office. Frequent travel throughout the state.

**We are looking to hire:** A highly motivated, reliable, and self-starting professional with demonstrated experience in organizational leadership, a strong commitment to youth development, expertise in cultivating safe and supportive places for youth of all backgrounds, and a track record of building collaborative and inclusive relationships. Trekkers seeks a leader who shares our commitment to diversity, equity, and inclusion.

**Job description:**

Located in Rockland, Trekkers is a nonprofit organization that since 1994 has cultivated the inherent strengths of young people through the power of long-term mentoring relationships. We utilize outdoor, experiential, and travel-based education as a means of strengthening resiliency, raising aspirations, and increasing connection between young people and their communities. The Trekkers model is based on its Principles of Youth Development - a flexible and responsive model for nurturing social and emotional development that honors students for who they are and what their potential makes possible. Recognizing the success of our practices and principles, we founded the Trekkers Training Institute to help practitioners reimagine their practice to reach better outcomes for young people throughout Maine, and beyond.

Trekkers is in the final public year of fundraising of The Road Ahead Campaign for Trekkers' Future. Upon successful completion of the campaign, Trekkers will start construction to transform our current property into a thriving youth development hub. In 2024, Trekkers became the fiscal sponsor for Midcoast Community Collaborative, a new network of community members and organizations dedicated to supporting children, families, and communities in Lincoln and Knox County.

The Executive Director works in partnership with the Board of Directors, staff, students and families, and the broader community.

---

**RESPONSIBILITIES:**

- ***Strategic Leadership and Organizational Development***
  - Lead ongoing operational planning and bring vision and strategic support for programs, initiatives, and organizational priorities in coordination with the organization's Deputy Director and Board of Directors.
  - Ensure that Trekkers' direction, strategy, and platform are shaped by the needs, realities, and lived experiences of students and training clients.
  - Cultivate and maintain an internal organizational culture of respect, equity and inclusion, organizational priorities, and external public stance aligned with Trekkers' core values.
  - Enhance Trekkers' image and field position by cultivating positive and productive working relationships, grounded in Trekkers values.
  - Ensure alignment of goals, work plans, and activities with Trekkers' vision for building inclusion and equity.
  - Follow and stay up to date with significant policy and best practice developments in youth development, non-profit management, and fundraising.
  - Follow and stay up to date with best data-driven practices around inclusive, anti-bias and leadership training models in the field of youth development.
  
- ***Board Governance***
  - Develop, maintain, and support a robust Board of Directors with strong community-relationships, and the varying skills, resources, and connections to help the organization succeed, including tangible and soft skills related to community-building and equity.
  - Actively engage the Board of Directors to implement Trekkers' strategic plan and fulfill the organization's mission, vision, and values.
  - Actively support and/or participate in all committees of the Board.
  
- ***Financial Management***
  - Ensure that Trekkers is sustainably resourced and that finances are responsibly managed.
  - Develop, monitor, and manage the organization's overall budget, cash flow, and finances, in collaboration with the organization's bookkeeper, Deputy Director, Board Treasurer, Finance Committee.
  - Oversee the compliance of Trekkers' fiscally sponsored organization, including day-to-day communication with staff and managing the processing of finances.

- 
- Work with the Deputy Director and Development Committee to create comprehensive annual fundraising and communication including goals and strategies.
  - Diversify funding sources, including securing new funders, and expanding funding mechanisms.
  - Serve as primary Major Gift Officer for Trekkers by actively cultivating and maintaining positive and productive relationships with current and potential funders.
  
  - ***Operations and Administration***
    - Direct the planning, implementation, and ongoing operation and improvement of administrative systems to support organizational strategy, program needs, and staff needs.
    - Ensure fiscal and legal compliance, including Department Of Transportation regulations.
    - Manage human resource policies and procedures to meet or exceed industry standards and assure legal compliance, best practices, and values alignment.
    - Oversee monitoring and evaluation of programs, activities, approaches, and deliverables, including through a DEI-oriented lens.
    - Oversees the management of Trekkers' campus construction and renovation projects. Once built, ensures Trekkers physical plant is a well-maintained, safe, and welcoming space for students, alums, and the community.
    - Ensure the necessary policies and procedures are developed, implemented and managed to ensure Trekkers meets its strategic goals.
  
  - ***Staff Supervision***
    - Maintain a supportive, collaborative, and challenging working environment that attracts, retains, nurtures, trains, and motivates a diverse and high-quality staff.
    - Supervise, evaluate and manage staff, consultants, and contractors.
    - Manage emergencies, conflicts, and community dynamics.
    - Serve as a coach, mentor, and role model for staff and key volunteers.
    - Initiate consistent staff training and professional development to ensure staff and volunteers are confident in supporting Trekkers youth, including in the facilitation of topics around race, ethnicity, ability levels, sexual orientation and gender identity, and more.

---

***Performs all other duties as deemed necessary to effectively lead Trekkers.***

**PRIMARY QUALIFICATIONS:**

- Demonstrated commitment to Trekkers mission, values, and aspirations and youth development principles
- Expertise in cultivating inclusive, nurturing, and equitable environments and enthusiasm to continue learning and expanding their knowledge of diversity, equity and inclusion.
- Proven track record in financial management and fundraising from individuals, foundations, and businesses.
- Ability to network and collaborate well, transparently, and with accountability within the sector and community.
- 5-10 years in program management and staff management.
- Demonstrated ability to work with our families, training clients and broader constituency base.
- Strong strategic thinking, creative problem-solving, and conflict management skills.
- Excellent oral and written communication skills.
- Fluency in technology, including microsoft suite and cloud-based filing and storage systems.

Trekkers is an EEO Employer committed to a racially just, equitable, and inclusive workspace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity, gender expression, age, religion, disability, sexual orientation, veteran status, or marital status.

Trekkers offers an employer paid individual health plan, life insurance, health savings account with matching funds, retirement plan with match, wellness plan, professional development opportunities, and 25 days PTO.

Only electronic applications are accepted. Please submit a single PDF that contains a cover letter, current résumé, writing sample, and the names and contact information of at least two professional references. The position will remain open until filled, but preference will be given to applications received by July 1<sup>st</sup>. Please send your PDF application file with the subject line “ED Application” to [hire@trekkers.org](mailto:hire@trekkers.org)

***Trekkers** is a non-profit, outdoor-based mentoring program that cultivates the inherent strengths of young people through the power of long-term mentoring relationships. Our best practices and principles have become a model of exemplary programming in the field of youth development.*