



**PINE TREE SOCIETY**  
discovering abilities together

**PINE TREE SOCIETY  
PRESIDENT and CEO**

The board of directors of Pine Tree Society has reopened the search for an energetic, empathetic, and visionary leader to guide one of Maine’s most cherished nonprofits to new heights; and invites new applications. Pine Tree Society’s mission is to provide Maine children and adults with disabilities the opportunities and the means to create better lives for themselves and their families. Offerings include a fully accessible nature-based camp for people with physical and developmental disabilities, early childhood education, case management, and various allied health services. The organization’s next president and CEO will work with a seasoned team of dedicated staff leaders and a committed governing board to deepen Pine Tree Society’s impact and transform more lives.

**Organizational Overview**

Pine Tree Society began in 1935 with the goal of helping children with disabilities live and play like “other children.” Among its earliest services, it provided teachers for children with disabilities who were unable to attend school, transportation to hospitals, and needed orthopedic equipment and devices.

In 1945, the Society opened a summer camp to extend to disabled children the opportunity to experience nature freely, and over the years, the camp expanded to become perhaps the Society’s most visible program. With state-of-the-art facilities occupying a 285-acre campus in the heart of the Belgrade Lakes Region, Pine Tree Camp now serves more than 1,300 annually, children, adults, and family members. The camp’s 3:1 camper to counselor ratio allows seamless accommodation of individual campers’ needs so they can fully participate in virtually anything they wish to try.

The Society’s presence in Maine’s mid-coast region stems back to its earliest years when it established a rehabilitation and convalescence home in Bath to serve the 5,000 children with disabilities then living in Maine. As the Salk vaccine greatly reduced the incidence of polio, the facility’s caseload gradually declined, and adults were admitted for rehabilitative care in 1956. The program was subsequently transferred to Maine Medical Center in Portland, and the Society strategically shifted its focus to developing its signature camp and, in accordance with the founders’ vision, attending to the “lacks and gaps” facing Mainers with disabilities.

Now, with offices in Auburn, Bath, and Scarborough, Pine Tree Society’s annual budget exceeds \$10 million, and its reach is statewide. Programs and services currently include early childhood education, audiology, speech/language and assistive technology, occupational therapy, case management, sign language interpreting, and community supports.

In 2022, the Society conducted a comprehensive statewide needs assessment, which will inform the development of a new strategic plan. The board anticipates partnering with the new president and CEO in this important work following the leadership transition and acclimation.

More information about Pine Tree Society's history and the many ways the organization is transforming lives today can be found on the website: <https://pinetreesociety.org/>.

## **Position Summary**

The president and CEO serves as the primary public-facing representative of Pine Tree Society and the lead administrative authority. Both roles are supported by a professional leadership team of highly qualified individuals with expertise in their respective fields, and the president and CEO reports directly to the board of directors. The responsibilities of the position include:

### *Strategic Planning*

- Partnering with the board and engaging staff leaders in developing a shared vision for the future, ambitious but achievable goals, and actionable strategies
- Ensuring mission alignment, fidelity to the strategic plan, and measurable progress through the development and execution of annual operational plans and budgets
- Providing timely and substantive reports to the board on progress toward/accomplishment of defined goals and objectives and any variances
- Engaging the board as appropriate to address emerging challenges and opportunities, working with standing and ad hoc committees as needed

### *Financial Management and Fund Development*

- Overseeing preparation, presentation, and approval of the annual budget and other financial documents
- Driving the development and execution of a robust and diversified fundraising strategy including initiatives to engage individuals, businesses, private foundations, and public entities
- Cultivating long-term relationships with key donors, civic and business leaders, and allies
- Maintaining healthy cash flow and adequate reserves to mitigate risk and ensure sustainability

### *Human Resources and Operational Management*

- Maintaining a healthy and respectful working environment and continuing to foster a culture of inclusion and continuous improvement
- Directly managing the leadership team and playing a leadership role in attracting, developing and retaining strong talent across the organization
- Ensuring compliance with all applicable laws and regulations
- Providing for appropriate systems, physical spaces, and technology to ensure accessibility and to promote efficiency and effectiveness
- Adhering to a safety/risk management protocol that includes assessment, procedures, incident review, workplace engineering, regular evaluation, and training

### *Public Relations*

- Heightening the organization's visibility, deepening public appreciation, and maintaining awareness of community needs through active participation and membership in community forums and civic organizations and activities
- Strengthening relationships with relevant state offices, local/county leaders, and healthcare and social service providers
- Overseeing the development and execution of a strategic marketing and communications plan

### *Program Development and Implementation*

- Ensuring the thoughtful design, development, and delivery of mission-aligned programmatic initiatives
- Ensuring that appropriate policies are in place to maintain best practices in all service areas and adherence to the highest standards
- Timely and accurate reporting on program activities and outcomes

### **Position Requirements**

Leading Pine Tree Society requires a broad set of attributes and skills, and at least five years' experience in an executive/senior leadership position at a comparably sized organization, preferably in the nonprofit sector. Passion for the Society's mission is essential and lived experience would be advantageous. It is expected that the successful candidate will be an authentic people person who brings to the Society:

- High emotional intelligence and utmost respect for human dignity
- Deep experience leading an organization strategically through change, clarifying priorities, setting goals, determining metrics, assessing results, and steering course corrections as needed
- Demonstrated effectiveness in managing up and down to promote meaningful engagement and accountability
- Financial acumen and specific understanding of nonprofit financial reporting, budget development and management, and compliance
- Compelling presentation, public speaking, networking, and written communication skills; and adaptability to diverse audiences
- Prior involvement in multi-faceted, sophisticated and fruitful fundraising/development efforts
- Ability to manage time and energy efficiently, juggle competing demands, and prioritize

This position involves occasional evening and weekend obligations and regular travel to work sites and other locations.

### **Compensation**

The compensation package includes a competitive salary of \$175,000-190,000 commensurate with experience; health, dental, short-term disability and voluntary benefits, a generous PTO policy, 12 paid holidays, and a 403(b) retirement plan with employer matching. The successful candidate can expect a formal review after six months as well as an annual review.

### **Nondiscrimination**

Pine Tree Society is an equal opportunity employer. The board of directors recognizes and values leadership of diverse and historically marginalized communities and encourages people of all identities to apply. Applicants will not be discriminated against on the basis of race, color, national origin, ancestry, ethnic background, age, religion, familial status, disability, sex, veteran status, sexual orientation, gender identity and expression, and any other legally protected characteristic. The organization complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.

**To apply**

Interested candidates should send a cover letter and resume to Starboard Leadership Consulting at the following address: [search1@starboardleadership.com](mailto:search1@starboardleadership.com). Paper copies may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please.

The application deadline is December 6, 2024, and review of all submissions will begin immediately thereafter.