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Chief Executive Officer GrowSmart Maine

Location Flexible (Maine based)
Full-Time (Hybrid/Remote Options Available)
Starting Compensation \$90,000 to \$100,000

About GrowSmart Maine

GrowSmart Maine (GSM) is a statewide nonprofit that works towards smart growth principles to build vibrant, inclusive, and resilient communities. We convene, advocate, and lead with integrity and innovation to shape policy, empower local leaders, and foster equitable development across Maine. When we succeed, people live in Maine communities where they feel safe, that they belong, and that they can thrive.

The organization is based in Augusta, Maine with three full-time and two part-time staff, in addition to the Chief Executive Officer (CEO).

Position Summary

The CEO is a visionary and collaborative leader responsible for advancing GSM's mission through strategic partnerships, organizational stewardship, and public engagement. This role is ideal for a systems thinker who thrives in a dynamic environment and is passionate about shaping Maine's future through smart growth.

The CEO works closely with the Board of Directors, staff, and external partners to ensure GSM is fiscally sound, strategically aligned, and impactful in the statewide policy landscape and direct community technical assistance. This position offers flexibility to balance responsibilities with the leadership team, particularly in areas of thought leadership, advocacy and development and fundraising, and program innovation.

Key Responsibilities

Strategic Leadership & Organizational Stewardship

- Leads the development and implementation of annual work plans and multi-year strategies aligned with GSM's mission, vision, and 2023 Impact Strategy.
- Fosters a culture of equity and inclusion, with measurable, meaningful impact across all programs and operations.

GrowSmart Maine is an Equal Opportunity Employer

- Collaborate with the Board Chair and Executive Committee to ensure effective governance, board engagement, and strategic alignment.

Partnerships & Advocacy

- Cultivates and stewards relationships with policymakers, coalitions, donors, and community leaders.
- Represents GSM in local, state and federal policy arenas
- With staff, advocates for comprehensive smart growth-supportive policies and funding.
- Engages in regional and local issues based on GSM's Policy and Program Evaluation Criteria.

Program Oversight & Community Engagement

- Oversees the design and delivery of smart growth programming, including virtual convenings, in-person events, and community engagement initiatives.
- Supports staff development of tools and resources that empower communities to lead proactive planning to navigate change.
- Ensures alignment of all programs with GSM's equity commitments and strategic goals.

Communications & Public Presence

- Serves as a primary spokesperson for GSM, elevating its voice through media, public speaking, and strategic communications.
- Oversees staff efforts in a consistent and high-quality digital presence across web, email, and social media platforms.
- Supports staff and board in representing GSM across diverse venues and networks.

Operations & Team Leadership

- Leads a diverse and talented team of staff, contractors, and volunteers with a focus on collaboration, growth, and accountability.
- Ensures sound fiscal management, including budget development, overseeing financial reporting, and compliance with best accounting practices.
- Promotes a healthy, inclusive, and adaptive organizational culture.

Development & Fundraising

- Drives a diversified fundraising strategy including major donors, foundations, fee-for-service, government contracts, memberships, and event sponsorships and registrations.
- Collaborates with board and staff to cultivate donor relationships and secure sustainable funding.

Ideal Candidate Profile

We're looking for a leader who brings a balance of strategic vision, operational acumen, development and relationship-building skills. The ideal candidate will have:

- Proven experience in nonprofit leadership, public policy, or community development.
- Strong understanding of smart growth principles and Maine's policy landscape.
- Exceptional communication and facilitation skills.
- Demonstrated commitment to equity and inclusion.
- Experience managing teams, budgets, and complex projects.
- A collaborative spirit and the ability to inspire and mobilize others.

Flexible Leadership Model

This role is designed with flexibility in mind. GSM recognizes the value of shared leadership and welcomes candidates who bring specific strengths—whether in policy, programming, or fundraising, —and are eager to collaborate with other organizational leaders. The organization seeks to support the CEO and will offer merit-based increases subject to budget constraints.

Compensation

Starting Salary \$90,000-\$100,000.

Benefits, effective upon commencing the position, include:

- Employer-paid health, dental, eyecare insurance for employee. Additional coverage including family coverage is at the employee's expense.
- Simple IRA match of 3% employee invests in their retirement
- Hybrid work setting with expectation of one day per week at Augusta office, coordinated with staff.
- Annual Paid time off:
 - Vacation begins at two weeks per year, increasing with tenure.
 - Twelve sick days
 - Eleven Holidays, In addition, staff are compensated while the office is closed between Christmas and New Year's Day.

To Apply

Please submit a resume and cover letter detailing your interest and qualifications to the GSM Search Committee at jlevine@growsmartmaine.org. Applications will be reviewed on a rolling basis.