Job Opportunities — ChIME

President

Portland-based Chaplaincy Institute of Maine (ChIME) seeks a President who will be responsible for overall leadership and oversight of ChIME’s vision, strategic planning and operations.

The President reports to and works collaboratively with the Board of Trustees. The successful candidate will evidence a strong commitment to and knowledge of interfaith traditions and practices along with a personal commitment to spiritual growth. Major priorities will be to serve as ChIME’s ambassador to the local community, to develop and implement new sustainable revenue streams, to cultivate strong partnerships with compatible organizations and to promote interfaith initiatives thereby ensuring a vibrant future for ChIME.

A proven record of effective team building, collaborative leadership, financial acumen, strategic thinking and fundraising is a must. An earned advanced degree in religion, theology or education and leadership experience in ministry, academics, or non-profit
management is preferred. Substantive leadership experience in development and fundraising at the senior level will also be considered. Anticipate 20 hours per week to begin, with additional hours to be negotiable.

**Position Description**

- As ChIME's chief executive officer, provide lead responsibility and oversight of the school’s vision, strategy and operations in collaboration with the Board of Trustees and staff to ensure ChIME's future as sustainable and vital.

- Provide financial leadership to maintain fiscal integrity and well being of the school by developing annual budgets, ensuring that required federal and state reporting is done in a timely manner, that personnel records, payroll and insurance are up to date, and by regularly updating board and staff on the state of school finances.

- Provide lead responsibility for fundraising, grant writing and foundation activities. Work with staff and consultants to develop and implement funding and donor support strategies. Build deep and lasting relationships with donors and the philanthropic community.

- Serve as the public face and voice of ChIME in the community in order to expand the school's presence and visibility, to maintain and develop mutually supportive partnerships, to encourage new student recruitment, and to enhance opportunities to engage in interfaith conversations that will advance our mission.

- Meet with board chair to develop board meeting agendas and ensure meeting materials are distributed in a timely manner. Assist the board in recruiting new board members.

- Foster an environment of trust, respect, transparency, innovation and active participation among staff, students and board.

- Continue to build on an appreciation for diversity and inclusivity.
• Communicate in an open, fair, and effective manner.

• Anticipated start date is early summer 2020.

*Applications accepted no later than February 29, 2020. Please send cover letter, resume, and a one-page spiritual autobiography to chimeofmainesearch@gmail.com (mailto:chimeofmainesearch@gmail.com).*