



Position Description: Program Director

Overview of FocusMaine

FocusMaine is a private sector-led initiative to accelerate the creation of quality jobs in Maine by investing in three of Maine's most globally competitive and high-growth sectors: agriculture, aquaculture, and biopharmaceuticals. Additionally, we are focused on sparking an increase in and return of critical workers to Maine. We hold an aggressively high bar for impact and have charted an exciting pathway to grow these industries based on extensive research.

We work across the state with a network of diverse, high-impact partners to transform the state's unique assets into good jobs that strengthen communities and advance opportunities for all. FocusMaine demonstrates what is possible when passion, vision, and resources coalesce around a common goal to create greater opportunity for Maine people, their communities, and future generations.

Now entering our fifth year of implementation, we are looking to expand our team. The program director will work with the president to strengthen and hone FocusMaine's programmatic outcomes, support the collective work of our partnership model, and work closely with FocusMaine partners and Leadership Team to develop and implement the next phase of our strategy. Importantly, the program manager will continue to deepen FocusMaine's engagement with the private sector, channeling business perspectives and engaging the private sector as partners in our work.

The program director reports to the president of FocusMaine. This position requires significant public and partner-facing work, occasional travel across the state, and the ability to work virtually and in-person as needed. The role requires a deep commitment to growing opportunities in Maine for all Mainers in our signature sectors and to developing the talent needed to advance these sectors.

Responsibilities and Duties of the Program Director

Program Management. Manage strategy development and track execution in collaboration with FocusMaine's partners. Follow trends and relevant research to support FocusMaine's sector strategies. Identify new partners and opportunities to deepen FocusMaine's impact. Ensure FocusMaine's work has a state-wide impact by engaging stakeholders across the state. Track performance against goals.

Private sector engagement. Bring private sector expertise, capacity and knowledge into strategy development and execution. Strengthen FocusMaine's relationships with Maine's and the region's investment and business communities.

Partner Relations. Develop outcome-oriented collaboration with FocusMaine's implementing partners along with private and public sector entities. Work to constantly align missions against FocusMaine's ambitious outcomes.

External Relations. Represent the work, public image and vision of FocusMaine. Help amplify the progress made by FocusMaine and our partners. Support FocusMaine education and advocacy efforts to build a support environment to grow FocusMaine's signature sectors. Engage with state agencies to identify areas of collaboration.

Resource Mobilization. Represent FocusMaine's programmatic work with private sector companies, private donors and state and federal government for funding to execute the mission of FocusMaine. Identify the stories and track the research that supports FocusMaine's resource mobilization efforts.

Operations Coordination. Liaise with FocusMaine's finance, communications, fund development, and program administration team members to ensure coordinated and effective approaches to operations.

Other Duties. Perform other duties as requested by the president.

Required Qualifications and Abilities

- MBA or other relevant private-sector experience
- Demonstrated understanding of key economic levers to accelerate business growth, i.e. investments, business incentives, business development and support
- Deep passion for the state of Maine and the role of the private sector in creating opportunities for all Mainers
- At least eight years of demonstrated experience at building consensus, articulating vision and implementing strategies that achieve measurable results
- Ability to work in a start-up environment and bring an entrepreneurial spirit to the work.
- Relentless commitment to results
- Desire to work in a team environment and ability to work independently
- Well-honed people and communications skills that convey enthusiasm for our work
- Experience working with volunteers and board committee members to drive results
- Matrix management experience preferred
- Financial planning and management expertise, including budget and contract management

We do not discriminate based on age, disability, gender, national origin, race, religion or sexual orientation.

Salary and Benefits

Salary is commensurate with experience. FocusMaine provides a range of competitive benefits.

To Apply

Ed McKersie, president of ProSearch, is working with FocusMaine's president, Kim Hamilton, on this search. Please email a resume and a cover letter to Ed McKersie at ed@prosearchmaine.com, with "FocusMaine Program Director" in the subject line. Applications will be considered on a rolling basis until the position is filled.

Learn more about FocusMaine at www.focusmaine.org.