

**TOWN OF MACHIAS
TOWN MANAGER
JOB DESCRIPTION**

Position Overview:

The Town Manager will be a visionary leader responsible for strategic planning, business and community development, marketing and promotion, and public engagement. The Manager must be passionate about moving Machias forward through strong advocacy for community service programs, be capable of inspiring business development and growth, possess a talent for problem-solving, and have the ability to analyze complex situations. This position requires a robust understanding of current trends, community demographics, and financial analysis skills. The Town Manager will lead our mission-driven initiatives, engage with stakeholders, have a passion for community health, and a proven track record in leadership. In the role of Town Manager, you will be the face of the community, working closely with the Board of Selectpeople, community stakeholders, and the public. You will ensure that staff members are aligned with the organization's mission and that we are working together to successfully achieve strategic objectives. We are in search of a Town Manager who is aligned with our culture and will continue to enhance it through positive leadership.

Key Responsibilities:

- **Promote economic and community development in the local community**
- **Collaborates with local businesses, organizations**
- **Strategic Leadership:** Create and implement strategic plans that spur business growth, and employment opportunities, and identify new revenues.
- **Fundraising and Financial Management:** Oversee fundraising efforts, manage budgets, and ensure financial sustainability.
- **Program Development:** Lead the creation and evaluation of community programs that address local needs to create a better quality of life for our citizens.
- **Community Engagement:** Build and maintain strong relationships with community partners, and a wide range of stakeholders, including business, government officials, and community leaders.
- **Staff Management:** Recruit, train, and support a diverse team, fostering a collaborative and inclusive workplace culture.

- **Advocacy:** Represent the community at local, state, and national levels to advocate for our mission.

Qualifications:

- Bachelor's degree in management, social services, business administration, marketing, or a related field; preferred
- 3+ years in a lead management position. Proven experience in leadership, community service, or a similar role.
- Strong leadership, interpersonal, and communication skills
- Experience in community health initiatives
- Strong fundraising and grant-writing skills.
- Excellent communication and interpersonal skills.
- Ability to inspire and motivate a diverse team.
- A deep understanding of financial strategies and finance-related performance metrics
- A history of successfully generating new revenue streams and improving financial results

How to Apply:

Please send your resume and cover letter to:

townclerk@machiasme.org

by November 19, 2024.