



Eastern Trail Alliance

PO Box 250
Saco, Maine 04072
207-284-9260 | info@eastertrail.org
www.eastertrail.org

Interim Executive Director Job Description 2026

The Eastern Trail Alliance (ETA) and Eastern Trail Management District (ETMD) seek a strategic and hands-on Interim Executive Director to lead both organizations for an 18–24 month term.

The [Eastern Trail](#) is a visionary plan for a long-distance walking and bicycling trail that will one day extend continuously off-road from South Portland to the Maine-New Hampshire border. The membership-based Eastern Trail Alliance (ETA) and the regional semi-municipal organization Eastern Trail Management District (ETMD) jointly manage the Eastern Trail, one of southern Maine's most significant recreation and active transportation assets. The organizations share an executive director and a cost-sharing relationship.

We are currently looking for an interim Executive Director to partner with the ETA and ETMD Boards to assess our current structure, maintain operations, investigate operational models for trail organizations, define our trail-building strategy, and plan the transition for long term executive leadership.

The Interim Executive Director will have the guidance and support of the Boards and staff for their entire tenure. During the 18-24 month term, the Interim Executive Director will be responsible for overseeing all aspects of our programs, trail management projects, fundraising efforts, financial oversight, and community partnerships while shepherding the organization through a period of transition.

Key Responsibilities:

- Provide unified leadership across ETA and ETMD to the staff, volunteers, and board members.
- Support the Board in defining the purpose and structure of the organization.
- Lead the development and oversight of annual budgets for both ETA and ETMD, ensuring strong fiscal controls, responsible expenditure approval, and accurate financial reporting across entities.
- Working with the development committee, begin the design and implementation of a comprehensive fundraising strategy, including donor cultivation, grant writing, and sponsorship opportunities.
- Oversee and/or manage projects and events, ensuring their effectiveness, efficiency, and alignment with the organization's goals.



Eastern Trail Alliance

PO Box 250
Saco, Maine 04072
207-284-9260 | info@eastertrail.org
www.eastertrail.org

Interim Executive Director Job Description 2026

- Ensure compliance with legal and regulatory requirements, as well as ethical standards governing nonprofit organizations.
- Work with staff and board to maintain existing relationships with community stakeholders, government agencies, and other local nonprofit organizations to leverage partnerships and maximize the organization's impact.
- Serves as the chief spokesperson and is responsible for all public relations.
- Performs other duties as directed by the board of directors.

Skills and Experience:

- Experience with organizational development and organizations in transition
- Ability to identify areas of needed organizational improvement and help to prioritize needed changes
- Nonprofit business management experience, including: general non-profit business expertise, managing people and change, budgeting, and fundraising skills.
- Proven ability to develop and execute strategy while managing day-to-day operations in a lean, hands-on environment.
- Demonstrated ability to build and maintain collaborative relationships with diverse stakeholders, including community members, donors, and government officials.
- Excellent written and verbal communication skills.
- Knowledge of nonprofit governance, legal compliance, and best practices in nonprofit management.
- Knowledge of Quickbooks Online is required; Google Workspace, Donor Perfect, and Constant Contact are a plus.

This position is structured as an 18-24 month appointment to support both the Boards to align on long-term vision while advancing day-to-day operations.

Job Information:

Job Category: Executive/Senior Management

Salary:\$88,000 - \$110,000

Position Type: Full Time, Exempt

Reports to: ETA and ETMD Board of Directors

Experience: 6-10 years

Education: Bachelor's Degree



Eastern Trail Alliance

PO Box 250
Saco, Maine 04072
207-284-9260 | info@eastertrail.org
www.eastertrail.org

Interim Executive Director Job Description 2026

Compensation will be commensurate with experience and skills. Benefits include generous time off policy and health care subsidy.

Location: The office is located in Biddeford, ME. The organization operates on a flexible work schedule. Work on nights and weekends occasionally required as programming and board meetings dictate. Position requires a valid drivers license and automobile as there will be frequent local travel.

Physical Activities: Lifting of up to 50 pounds; potential for sitting for several hours at a time; potential for standing on feet for 8 hours a day.

The ETA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity, age, religion, disability, sexual orientation, veteran status, or marital status.

Residency within commuting distance of Biddeford, ME is required. Applicants must be legally authorized to work in the United States. We are unable to sponsor employment visas.

To apply: Please send a resume and cover letter to jobs@eastertrail.org with "Interim Executive Director" in the subject line. Applications will be reviewed as they are received and continue until the position is filled.