



MAINE

Lobstermen's Association, Inc.

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Chief Operating Officer

The Maine Lobstermen's Association (MLA) is expanding our team and seeks an experienced, highly qualified person to serve as the association's chief operating officer (COO) to oversee day-to-day operations and provide strategic leadership for MLA's increasingly important institutional advancement. This is a unique opportunity to support one of Maine's most economically and culturally important industries during a critical time, by working with people who are passionate about a way of life that has sustained generations of Maine families in an environmentally sustainable way.

The Maine Lobstermen's Association (MLA) was founded in 1954 and advocates for a sustainable lobster resource and the fishermen and communities that depend on it. The MLA is a 501(c)(6) industry trade association governed by a board of directors comprised of commercial lobstermen with operations overseen by its chief operating officer. The MLA is a small, dynamic organization that engages across a wide array of fishery management issues funded through membership dues, donations, programs and grants. To learn more about the MLA, visit www.mainelobstermen.org.

Position Description: The chief operating officer (COO) is responsible for overseeing the operations of the organization and reports directly to the Board of Directors. The MLA's work portfolio has expanded significantly over the past five years. The MLA seeks an experienced and highly qualified candidate who can lead the organization in growing its capacity and funding base. This is a highly visible, demanding position with duties including management of staff, office, budget, and fundraising. The COO also serves as the association's primary contact with the media, state and federal management agencies, Congressional delegation, and other fishing industry stakeholders.

Responsibilities: Responsible for managing a small office and leading a staff including Policy Director, Membership Director, Director of Advancement, and Administrative Assistant.

- Manage the association's budgets and finances and expand MLA's base of funding to enable the organization to engage proactively on a variety of legal, regulatory, and scientific issues that impact Maine's lobster fishery. Work closely with the Director of Advancement in growing the Save Maine Lobstermen campaign (www.savemainelobstermen.org).
- Organize and attend monthly meetings of the MLA Board of Directors.
- Work closely with the Policy Director to engage on the two major policy issues affecting the fishery: federal rules to protect North Atlantic right whales and the emergence of offshore wind development in the Gulf of Maine. In addition, MLA works on a variety of fishery management issues requiring engagement with National Marine Fisheries Service, Bureau of Ocean Energy Management, Atlantic States Marine Fisheries Commission, New England Fisheries Management Council, Maine's Governor's Energy Office, Maine Department of Marine Resources and other relevant agencies.
- Serve as a primary contact and MLA spokesperson with the media, fishery management agencies, Maine Legislature and Congressional delegation on issues that impact Maine's lobster

industry.

- Oversee MLA's sister non-profit organization, Maine Lobstermen's Community Alliance (www.mlcalliance.org).
- Represent MLA at management meetings, industry events, and to cultivate relationships with lobstermen and other industry partners. Travel is primarily within Maine, and occasionally throughout New England, and beyond. Travel demand will depend on meeting schedules and will vary between several days per week within Maine, to only a few days per month.

Qualifications: Minimum requirements: Graduate degree in business management, non-profit management, fisheries policy or related field, or proven success in managing and growing a business, trade association or non-profit organization.

The successful applicant will have:

1. a personal track record of success in managing a business or organization, including managing budgets and achieving or exceeding fundraising goals and,
2. experience supervising and mentoring staff with a proven ability to establish objectives, set performance standards, and organize and motivate team to achieve goals, and
3. demonstrated project management, organization, delegation, communications and prioritization skills, and
4. demonstrated success in strategic development of an organization, and
5. experience in effective multi-tasking, success in meeting demanding deadlines, and strong organizational skills, and
6. a demonstrated ability to explain complicated issues to diverse audiences and be willing to listen to concerns from the fishing community and understand how to translate those concerns back to the public, media and policy makers, and
7. knowledge of the Maine lobster industry, experience working with fishermen or in fishing communities, or other related coastal industries strongly preferred, and
8. excellent writing, oral and computer skills.

Communication Skills: Strong interpersonal and writing skills are required, and essential to the success of any applicant in this position. The applicant must be able to synthesize technical, policy and scientific information from a variety of sources. The chief operating officer will contribute columns and articles to the lobster industry's monthly newspaper, *Landings*. Must have a demonstrated ability to work independently and as part of a team to meet exacting deadlines.

Analytical Skills: Demonstrated financial management, budgeting and technical writing skills are required. Must have strong working knowledge of Microsoft Office and Quickbooks Online. Experience with database management a plus.

Salary: Salary will be commensurate with experience. MLA benefits include paid vacation, retirement, and contribution towards health insurance.

Application Process: Please send a cover letter, two writing samples, names of three references, salary requirements and résumé detailing education and experiences that clearly support the position requirements to:

searchcommittee@mainelobstermen.org
Subject line: MLA Chief Operating Officer

Or

MLA Search Committee
Maine Lobstermen's Association
2 Storer St, Suite 203
Kennebunk, ME 04043

Closing date for applications: **November 15, 2022 or until this position is filled.**

The Maine Lobstermen's Association is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.