



Operations Director (0.8 FTE / 32 hrs per week)

Organization: Midcoast Senior College

Location: 18 Middle St Suite 2, Brunswick, ME 04011

Reports to: President, Board of Directors

Compensation: Salary \$45,000 – 50,000 + benefits

Schedule: Flexible hours 32 hrs/wk, 4 days/wk in the office, rare evening/weekend board meetings and events as needed

Start Date: Approximately on or around April 1, 2026

About Midcoast Senior College

Midcoast Senior College is one of 16 active senior colleges in the state of Maine. MSC is a non-profit, 501c3, and has just completed our 25th anniversary year. The Mission of MSC is to provide non-credit academic courses and other educational events for people of 50 years and older to continue their life-long learning. We are based in Brunswick and serve the Mid-coast region and beyond. Senior colleges present learning opportunities for seniors – unlike a traditional “college,” a senior college is all about the pleasure of learning. There are no degrees, no tests, or grades. We have a 15-person board of directors, volunteer committees, and volunteer faculty. Our staff consists of the part-time Operations Director, a part-time Curriculum Coordinator, and a part-time bookkeeper.

Role Summary

The Operations Director is the executive of MSC responsible for advancing the mission, ensuring organizational health, and delivering program impact. This part-time role focuses on governance, fundraising, financial stewardship, and partnership-building, while empowering staff and volunteers for day-to-day execution. Key responsibilities include developing operational strategies, managing staff, collaborating with the Curriculum Committee and/or

Curriculum Coordinator to ensure curriculum excellence, overseeing finance and IT needs in collaboration with the bookkeeper, and the Board of Directors to improve efficiency and achieve organizational goals.

Key Responsibilities

Leadership & Strategy

- Partner with the Board to set and execute the strategic plan
- Build a healthy, inclusive culture aligned to mission and values.

Fundraising & External Relations

- Oversee annual development plan (individual giving, grants, events, corporate).
- Serve as public spokesperson; grow partnerships with community/orgs.

Operations & Finance

- Oversee budgeting, cash flow, and financial reporting in collaboration with the bookkeeper and the Finance Committee to ensure compliance and strong internal controls.
- Manage vendors, contracts, and basic HR functions (policies, onboarding, timekeeping).
- Maintain key systems and ensure data hygiene.
- Provide oversight and support to the MSC staff regarding scheduling, work tasks, and provide performance evaluations with support and collaboration from the BOD.
- Update website to maintain membership and public communication.

Programs & Impact

- Ensure programs meet outcomes and reporting requirements.
- Collaborate with the Curriculum Coordinator and/or Curriculum Committee to ensure all tasks related to program delivery (Examples: class set-up in the computer, overseeing registration, purchasing honorariums) are completed to the satisfaction of the faculty and students.
- Support staff/volunteer leads; monitor quality and participant feedback.

Governance

- Support the Board: prepare agendas, materials, and timely dashboards; ensure bylaws and filings (IRS/state) are current.
- Cultivate an active, informed, and equitable Board.

Qualifications

Required

- 5+ years in nonprofit leadership or closely related role (ED, Development, Programs, Operations).
- Demonstrated success in fundraising (individual giving + grants).
- Financial literacy: budgeting, reading financials, compliance.
- Strong written/verbal communication; stakeholder management.
- Ability to prioritize and execute in a part-time environment.

Preferred

- A bachelor's degree in business, public administration, or a related field.
- Familiarity with the MidCoast region and local community issues and needs.
- Proficient computer skills Microsoft Office (Word, Outlook, Excel) and the ability to learn other technology and software such as Salesforce, Canva, WordPress, Zoom, and Google Drive.
- Successful grant submissions and/or management.

Core Competencies

- Strategic thinking & focus on outcomes
- Relationship-building & donor stewardship
- Project management & follow-through
- Equity-centered leadership & cultural humility
- Integrity, discretion, and sound judgment

Work Environment & Benefits

- Status: salaried 32 hr/wk exempt employee

- Benefits: 8 days (2 weeks) paid time off/year, 8 paid holidays/year, 7 paid sick days/year, Medicare, Social Security taxes and PFML paid.
- Hybrid/Remote policy: flexible hours with ability to work from home on occasion but average 4 days/wk in office
- Occasional evenings/weekends for events or board meetings.

Equal Opportunity

Midcoast Senior College is an equal opportunity employer and is committed to building a diverse team. We strongly encourage applications from people of color, LGBTQ+ folks, people with disabilities, veterans, and people with lived experience related to our mission.

How to Apply

Send your resume and a brief cover letter (1 page) with subject line “Operations Director Position” to mscoffice@midcoastseniorcollege.org . Applications will be accepted through **Feb 23, 2026**. This position will stay open until it is filled.

12/10/25