



PINE TREE SOCIETY | MANAGING DIRECTOR OF FINANCE

OUR STORY

90 Years of Breaking Barriers. A Century of Possibility.

Maine has been a state for 206 years. For nearly half of that time, Pine Tree Society has been at the heart of the Maine experience. Our history spans more than a third of the entire American story—a 90-year legacy of pioneering possibilities for people with disabilities.

Since 1936, we have been more than a service provider; we are a community of over 100 professionals dedicated to the bold idea that every life should be lived with passion and purpose. Whether it is a child finding a lifelong friend at Pine Tree Camp or an adult gaining independence through customized Assistive Technology, we provide the means to thrive. At Pine Tree Society, we don't say we can't. For nine decades, we've asked: "How can we?"

We have many special events and commemorative projects planned throughout 2026, including a new documentary. We look forward to sharing this historic milestone with you.

For more information visit → [Our Roots - Pine Tree Society](#)

OUR MISSION

Pine Tree Society's mission is to provide Maine children and adults with disabilities, the opportunities and the means to create better lives for themselves and their families.

OUR VALUES

Values that drive how we, at Pine Tree Society, treat each other, clients, and partners.

- **Positivity:** We love our work and choose positivity in the face of challenges. Positivity gives us strength and builds a shared resiliency to do the work and find solutions.
- **Creativity:** "We don't say we can't; We say how can we?" We practice out-of-the-box thinking to overcome barriers to better meet the needs of the community.
- **Collaboration:** We are stronger together and build on each other's strengths, expertise, and programming to create stronger communities for people of all abilities. We build connections and integrated experiences that transform lives.
- **Community:** We foster partnerships, treat everyone with respect and create opportunities, access and a sense of belonging for people of all abilities.



PROFILE CHARACTERISTICS

- Hands-on, collaborative finance professional and relationship builder who earns the trust of leaders and staff and provides mission focused leadership with a high level of accountability.
- Highly collaborative and skilled in creating confidence with key stakeholders through organizational transition, while being an impactful problem solver.
- Strategic and tactical leader with a willingness and devotion to rolling up sleeves, while providing financial leadership.
- Proven team frontrunner with capacity to see the big picture and who has built and developed a strong accounting function by leveraging strengths of others to empower, educate and mentor staff to achieve their fullest potential.
- Technically strong, and structurally courageous with a high level of emotional intelligence, and the ability to self-direct, optimize existing tools, and establish controls.

LEADERSHIP ATTRIBUTES

- **Models Values in all spaces:** Strives to model the values in all spaces, affirm when other teammates are exemplifying the values, and reminds teammates not choosing actions aligned with the values.
- **Mission-Centric orientation:** Operates with a servant leadership approach, seeing yourself as critical to removing barriers for those closest to the mission, and providing more capacity for them to focus on the mission.
- **Develop yourself and others:** Consistently grow yourself and your teammates to meet goals, exemplify values, and move toward mission achievement.
- **Radical candor:** Has timely and direct conversations with teammates when challenges, frustration, or disagreements arise to proactively move to solutions.



THE ROLE

The Managing Director of Finance (the MDF, Managing Director) will be responsible for the day-to-day operations of the accounting and revenue cycle management functions at Pine Street Society. The MDF will engage in daily cross-departmental and location collaboration.

As the lead of the finance function, the Managing Director will set the tone for transparency, clarity, modeling best practices, and stewardship of the organization's financial administration. Simultaneously, the Managing Director will be a member of the Executive Team, and thus will be a model of a Mission-Centric approach, seeing their roles and the role of their teams as to make processes more efficient and to actively removes barriers for the people closest to the mission. The Managing Director will exemplify the values of Pine Tree Society and will be committed to consistent development of themselves and their teammates to better achieve the mission.

The MDF will provide direct strategy and oversight into financial planning and reporting, internal controls, compliance and risk, and team development for Pine Tree Society. This position requires a tactical leader that demonstrates a commitment to building a team-oriented, collaborative, and supportive work environment. The ideal candidate will have the ability to build effective systems, teams, coach and develop others, and lead through change and new strategic priorities.

The Managing Director of Finance will report directly to the President & CEO, lead a team of two Finance and Revenue Cycle teammates.

CRITICAL RESPONSIBILITIES

- Lead the finance and billing team rooted in a servant leadership model aligned to the larger organizational Core Mission Support team culture and values of Positivity and Collaboration. Lead Finance and Billing team to own and achieve all goals.
- Builds, rebuilds, and strengthens systems and processes to be effective, efficient and compliant, identifying cost-savings areas and opportunities to increase capacity. Effectively leads teammates to identify opportunities to improve system and process efficiency and respond to opportunities for increased capacity with Creativity and Positivity—seeing opportunities to grow themselves and their teams to divert more resources directly toward the mission.
- Effectively leads teammates to respond to opportunities for increased capacity with Creativity and Positivity—seeing opportunities to grow themselves and their teams to divert more resources directly toward the mission.
- Develop team members through performance evaluation, effective communication, ongoing coaching, establishing clear expectations, and empowering growth and development to better serve the mission.
- Manage day-to-day financial operations, including budgeting, forecasting, and cash flow management.
- Ensure the development, implementation, maintenance, and regular review of internal controls to ensure safeguarding of assets and reliability of financial statements.
- Responsible for regular and timely month-end and year-end close process and prepare financial reports including financial statements, analysis, and performance measures for internal and external stakeholders.
- Oversees the analysis, planning, preparation and management process for the Society's budget, and presents the annual



budget to the Financial Committee and Board of Directors for review and approval.

- Oversee all funding, accounts and balances, and maintain an excellent working relationship with all financial institutions, funders, regulators, auditors and creditors.
- Ensure proper and adequate preparation for annual financial and organizational practice audit(s) working with external and internal partners.
- Provide leadership to AP & AR staff.

ESSENTIAL QUALIFICATIONS

- BS in Accounting/Finance/Economics required; Master's designation is strongly preferred.
- 7 years of progressive finance experience; nonprofit or education environment.
- Proven experience with grants, contracts and diverse revenue streams.
- Strong analytical skills, with the ability to prioritize competing and multiple priorities.
- Highly engaged, mission-driven, and results-oriented.

MISSION-CENTERED APTITUDES

- Deep commitment to the Pine Tree Society mission and belief in the importance of a mission-centric approach for the Core Mission Support Team. Actively removes barriers for the people closest to the mission.
- Commitment to exemplifying the Pine Tree Society Values and developing others to exemplify these values:
- Excitement to grow in role and respond to coaching and feedback to fuel that growth.
- Ability to organize time effectively and remain flexible to meet competing demands requiring time and attention.
- Ability to compose correspondence and other written material that is creative, concise and demonstrates good command of the English language.

COMPENSATION & BENEFITS

The compensation range for this role is \$115-\$130k. Pine Tree Society offers a competitive benefits package:

- Health, dental, and vision insurance
- Retirement plan contributions with match
- Long-term disability and life insurance
- Vacation, sick pay, and holiday policies

TO APPLY

Pine Tree society has retained CLA Talent Solutions to spearhead our search efforts.

Please send a note of interest and resume to:

- LeAnn Cantwell Sr. Lead Recruiter | leann.cantwell@claconnect.com
- Octavia Gilmore, Principal & National Search Leader | octavia.gilmore@claconnect.com