

## CAPE ELIZABETH, MAINE

### TOWN MANAGER RECRUITMENT

The Town of Cape Elizabeth, ME (9,580 pop.), is seeking an experienced, professional, community leader to serve as its next Town Manager. This highly desirable, coastal residential suburb of Portland, Maine's largest city, is noted for its excellent schools, historic parks and open spaces. The community values its strong history as a residential community with working farmlands and working waterfront and is minutes away from one of the primary economic centers in northern New England. Income levels in the town are well above state average and its bond ratings are AAA from S&P and Aa1 from Moody's. The town has had stable leadership with two Town Managers for the past 39 years.

A 7 member Town Council is elected at large with 3 year staggered terms. The Manager's specific powers and duties are established in the Town Charter. The FY 2025 Municipal budget is \$20.9 million and there are 90 full-time and part-time year around employees.

The Town is seeking a manager, with a minimum of 7 years of demonstrated experience and expertise, in municipal management or similar governmental, non-profit or private business experience. Knowledge and proven skills in areas of finance/budgeting/capital planning, human resources/unions, policy management and land use issues is required.

The candidate must be a visionary with demonstrated leadership, organizational and listening skills and have excellent written and oral communications and ability to inspire and empower staff. They must be a leader with integrity, honesty, transparency and humor and have the ability to collaborate and creatively solve problems and to foster a positive working relationship with the Town Council, staff and citizens. The successful candidate is expected to become an active member of the community and residency is not mandatory but desired.

All applicants should possess a minimum of a Bachelor's degree in Public or Business Administration or a closely related field with Master's degree preferred. Salary range is \$145,000 to \$175,000 with excellent benefits. Salary will be determined based on experience and qualifications.

Further information about Cape Elizabeth may be found at <https://www.capeelizabeth.com>. Submit electronically, cover letter, resume, salary requirements and five (5) references by July 9, 2024 to:

Cape Elizabeth Manager Search  
Eaton Peabody Consulting Group  
Attn: Don Gerrish  
150 Capitol Street, Suite 3  
Augusta, Maine 04330  
Email: [dgerrish@eatonpeabody.com](mailto:dgerrish@eatonpeabody.com)  
Telephone: 207-622-9820

The Town of Cape Elizabeth is an Equal Opportunity Employer