



Friends of the Cobbossee Watershed

Position Description

TITLE: Director of Development

REPORTS TO: Executive Director

LOCATION: Hybrid (home and regular scheduled times in the FOCW office)
Travel within the Cobbossee Watershed (and occasionally statewide) is expected.

DURATION: Permanent Employee

HOURS: Full-time, some evenings and weekends are expected.

OVERVIEW

Are you ready to bring your energy and skills to help conserve and protect one of Maine's most precious watersheds?

The Friends of the Cobbossee Watershed is a 501(c)(3) organization with a mission of "protecting the lakes, ponds, and streams of the Cobbossee Watershed through community engagement, conservation, and education." The Cobbossee Watershed is comprised of 28 lakes, ponds, and streams located within 17 townships in central Maine. The Director of Development's role is to implement and execute annual fundraising plans to meet the fundraising goals of the organization.

GENERAL DESCRIPTION

The Director of Development supports the overall development and fundraising needs of the organization. This position will not only work closely with the Executive Director and the Development Committee but will also collaborate closely with the entire professional staff and must be an adaptable team player.

The position's primary duties include the coordination of development efforts with existing and new donors, oversight of membership and sponsorship programs, the sourcing and writing of philanthropic grants, the planning of special fundraising events, and oversight of our social media and newsletter communications that pertain to our development efforts. The position works closely with the Executive Director, Director of Conservation, Director of Education and Outreach, and the Development Committee.

Eligible candidates must be able to multi-task and prioritize their work independently, and must be proficient in Microsoft 365/Office Suite, WordPress, MailChimp, Facebook, Instagram, fundraising database Little Green Light.

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage the development leadership team (comprised of the Executive Director, Administrative Coordinator, and Development Committee)
- Collaborate with the Executive Director on development needs, including targeted donor solicitations, incoming donor requests, direct appeals, special fundraising events, and grant sourcing/writing
- Manage the membership and donor management platform Little Green Light, event and member tracking, donor follow-up communications, membership communications, and analytical reporting
- Provide input for staff members in maintaining the FOCW website (WordPress) and social media platforms (Facebook & Instagram) by providing updates on fundraising and events as needed
- Manage the production of annual report. Provide input for newsletters, mailings, and other external communications as it relates to fundraising
- Assist in the planning and coordination of major annual events and special fundraising events

QUALIFICATIONS

- 5-7 years of experience in non-profit fundraising and development
- Proven record of accomplishment in major donor and philanthropic foundation identification, cultivation, solicitation, and stewardship
- Experience in writing direct mail solicitations, donor impact reports, and other development-related materials
- Experience in grant sourcing and writing, fundraising special events, donor record keeping/tracking/analysis
- Flexible and adaptable style (a leader who can positively impact both strategic and tactical fundraising initiatives)
- Ability to work independently and as a team player who productively engages with others inside and outside the organization
- Strong organizational and time management skills, with exceptional attention to detail
- Certified Fundraising Executive credential preferred

This position includes a competitive annual salary of between \$65,000 to \$70,000, plus a benefits package. This position is funded for one year with the expectation that it will be funded in subsequent years. The selected candidate will be expected to assist in securing additional funding for the organization. There will be bonus incentives based on the level of success in achieving fundraising and development goals. Applications will be considered on a rolling basis.

**Please submit your cover letter, resume, and contact information for three professional references to
Tom Mullin, Executive Director of the Friends of the Cobbossee Watershed
tom@watershedfriends.com**