

Development Director

Educate Maine is a statewide, business-led nonprofit organization focused on championing career readiness by increasing the educational attainment of Maine people. Through a team of six employees, a dedicated board of directors, and a variety of committed partners, Educate Maine advances education policies and practices that prepare Maine students to be the next generation of productive, engaged citizens. The organization administers four signature programs: Maine Teacher of the Year, Project>Login, Education Leaders Experience, and Maine Career Catalyst. In addition, Educate Maine facilitates policy, research, and data efforts focused on educational attainment in Maine. Join the Educate Maine Team if you are passionate about working for a nonprofit focused on improving outcomes for Maine students. Educate Maine invests resources to increase access, decrease barriers, and produce positive, measurable, equitable outcomes for Maine people.

The Development Director is responsible for the fundraising strategy for the organization in partnership with the Executive Director and the Board of Directors. This position may serve as the Deputy Director of the organization if skills/experience are appropriate.

Essential Duties & Responsibilities

- Develop and implement a fundraising plan for the organization
- Collaborate with corporate funders, higher education institutions, and philanthropic foundations to grow support for the organization
- Oversee the transition to a tiered membership model
- Develop and advance the foundational fundraising systems of the organization including donor research, tracking, and follow-up activities
- Partner with the Executive Director to meet annual fundraising goals
- Lead the annual appeal process and produce annual report
- Collaborate with the program staff to grow sponsorship support for annual events
- Write and manage grant proposals for the organization
- Create fundraising support materials
- Identify prospective donors through networking activities and donor research
- Acts as a passionate ambassador for Educate Maine
- Collaborate with other team members on mutual goals for the organization

Experience/Education

- Demonstrated track record of fundraising success
- Knowledge of fundraising best practices
- Strong event management skills and ability to work independently and as a team
- Excellent organizational skills, attention to detail and ability to prioritize in a fast-paced environment
- Experience assisting or leading a nonprofit capital campaign
- Strong computer, time management, and problem-solving skills
- Align with Educate Maine's mission and vision
- Culturally competent professional
- A positive, results-oriented attitude to achieve program goals
- Possess a high degree of professionalism

- Excellent writing and proofreading skills required
- Motivated, self-starter with proven ability to work in a team environment
- Experience leading a team of professionals
- Graduate degree preferred but relevant experience is also considered
- Minimum of five years of fundraising experience
- Certification as fundraising professional preferred

Salary range: \$70,000-\$74,000 *commensurate upon skills and experience*. Benefits include a flexible work environment, 12 paid holidays, 15 vacation days at time of hire, and 12 sick days per year. We offer a competitive employer health insurance plan including an HSA plan, partial premium coverage for spouses and dependents, life insurance, short-term disability insurance, 5% employer contributions for retirement, and annual professional development funding to support your professional growth. Employees may also elect dental and vision insurance.

This position will require the candidate to commute to events throughout Maine and be available for an in-person staff meeting each month in the Portland or Augusta area. Other day-to-day work can be done remotely. This position requires evening and weekend hours as needed.

If you interested in applying for the position, please email a cover letter and resume to info@educatemaine.org with “Development Director” in the subject line by Monday, January 10, 2022.