



Donor Relations Manager

Gilsland Farm Audubon Center, Falmouth, ME

Maine Audubon is hiring a Donor Relations Manager to join its dynamic team based in Falmouth, ME. Since 1843, Maine Audubon has worked to conserve Maine wildlife and wildlife habitat by engaging people in education, conservation, and action. Maine Audubon has eight public centers and sanctuaries across the state, seven chapters, and more than 30,000 members, supporters, and volunteers, making it the oldest and largest Maine-based conservation organization.

Position Overview

The Donor Relations Manager is responsible for implementing plans and strategies and managing data to improve donor retention, increase donor engagement, and broaden Maine Audubon's base of support. The Donor Relations Manager will also engage directly with Maine Audubon donors to build relationships, request support, and maintain interest and engagement.

Reporting to the Associate Director of Development, the Donor Relations Manager works collaboratively with the rest of the Development team, and with senior leadership, program staff, and Development Committee trustees. The Donor Relations Manager will develop a strong knowledge of Maine Audubon's donor base and will use this information to coordinate day-to-day efforts to meet annual, major gift, and campaign fundraising goals.

Essential Duties and Responsibilities

- Support the implementation of major gift and campaign strategies by developing a deep understanding of existing donors, prospects, and fundraising initiatives;
- Help prioritize and manage key contacts for the Chief Development Officer and Associate Director of Development, implementing an organized system for donor correspondence, activities, and reports;
- Over time, develop a personal portfolio of 50-100 leadership gift prospects, including plans for personal engagement and requests for support;

- Seek opportunities to encourage leadership gift supporters to participate in Maine Audubon events and programs, and personally attend and engage with donors and prospective donors at events as appropriate;
- Engage in face to face and virtual meetings, and personalized contact activities;
- Prepare and coordinate fundraising materials such as proposals, briefing notes, presentations, call reports, letters, and other documents/materials;
- In collaboration with the Development team, maintain and properly record information about prospects and donors, utilizing centralized electronic database;
- Assist with planning and executing donor engagement events, including guest list management, stakeholder communication, registration, and logistics;
- Personally oversee stewardship of attendees and partners;
- Work collaboratively with the entirety of the Development team to meet revenue and donor contact goals;
- Demonstrate a strong donor service orientation by working to anticipate, understand, and respond to the needs and expectations of donors at all levels of giving.

Qualifications

Education and Work Experience

- Bachelor's Degree preferred.
- Three to five years' experience in successful non-profit fundraising, or commensurate experience building and stewarding interpersonal relationships. Progressive experience is preferred.
- Experience executing events, from conception to follow up.
- Knowledge of Maine, New England, and conservation topics preferred. Successful candidates will clearly demonstrate a passion for Maine Audubon's mission and work.

Job-related Skills:

- Excellent written and verbal communication, and live presentation skills.
- Strategic and analytical thinking skills.
- High level of organizational ability, attention to detail, and ability to manage tight timelines and competing priorities.
- Demonstrated effectiveness in working with and managing prioritized action lists of senior leaders.

- Familiarity with relational databases; Raiser's Edge experience a plus but not required.
- Familiarity/knowledge of Microsoft Office and Google Suite programs.
- Ability to represent Maine Audubon's mission, goals, and philosophies with the highest professional standards
- Eagerness for continued learning and professional growth.

Physical Requirements/ Working Conditions

Able to work occasional early mornings, evenings, and weekends, with periodic travel around the state and region; operate computers and other program equipment; and sit or stand at a desk for extended periods of time.

Timing, Compensation, and Benefits

- This is a full-time, year-round position.
- Maine Audubon offers a full benefits package including paid health insurance, paid time off, and contribution to retirement savings.
- Salary Range: \$60,000-\$66,000

To apply: Please send resume and cover letter to thansen@maineaudubon.org, with "Donor Relations Manager" in the subject line. Position posted 5/26/2026. Review of applications will begin June 15 and occur on a rolling basis until position is filled. We encourage you to apply even if you don't meet 100% of the requirements but believe that you would be a good fit for this position.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of age, race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy, HIV status, physical or mental disability, genetic information, familial status, domestic violence victim status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.