



Major Gifts Officer

Gilsland Farm Audubon Center, Falmouth, ME

Maine Audubon is hiring a Major Gifts Officer 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 10,000 members and supporters, making it the oldest and largest Maine-based conservation organization.

Position Overview

We are seeking a Major Gifts Officer to join our Falmouth-based Development team.

The Major Gifts Officer is responsible for managing a robust portfolio of donors and prospects capable of making investments of five to eight figures to advance Maine Audubon's wide range of mission, program, capital, and operational priorities. The Major Gifts Officer engages in effective cultivation, solicitation, and stewardship activities to meet annual revenue objectives and will spend the majority of their time directly engaging and building relationships with prospects and donors.

The Major Gifts Officer reports to and works collaboratively with the Associate Director of Development, and with senior leadership, program staff, and Development Committee trustees, to manage an active, evolving portfolio of leadership constituents among Maine Audubon's 10,000+ annual supporters.

Essential Duties and Responsibilities

Fundraising and Donor Stewardship

- Personally and directly manage an active portfolio of 150-250 leadership gift donors and prospects;
- Develop and implement personalized cultivation and solicitation plans for donors and prospective donors, which include individuals and related private foundations;
- Engage in face to face and virtual meetings (15-20 per month on average), and personalized contact activities;
- Ensure that donors received personalized stewardship, through tailored correspondence, reports, and updates in a timely and professional manner;
- Conduct regular portfolio reviews to ensure that relationships are advancing and donor development activities are on track;
- Prepare and coordinate fundraising materials such as proposals, briefing notes, presentations, call reports, letters, and other documents/materials;
- In collaboration with the Associate Director of Development and Associate Director of Development Operations and Membership, maintain and properly record information about prospects and donors, utilizing centralized electronic database;
- Track benchmarks, and create and deliver on goals annually.

Support an Integrated Approach to Development

- Work collaboratively with Maine Audubon trustees, executive team, and program staff to develop and deepen a network of relationships with leadership gift donors and prospects;
- Develop mission-relevant donor stewardship events or initiatives in collaboration with other team members across the organization;
- 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;
- Identify fundraising opportunities to increase Maine Audubon's revenue from all sources;
- 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;
- Stay on top of the latest trends in philanthropy, development skills, and conservation news in Maine and nationally.

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.
- Previous success building rapport with all types of donors—from community leaders to quiet altruists—that translated into successful gift commitments.
- Experience working with a diverse array of stakeholders, including volunteers.
- Experience managing multiple competing priorities.
- 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.
- Successful track record of achieving revenue targets.
- High level of organizational ability, attention to detail, and ability to manage tight timelines.
- Familiarity with Raiser's Edge and/or other Blackbaud products preferred.
- Familiarity/knowledge of Microsoft Office and Google Suite programs.
- Ability to travel regularly to visit individual donors and groups of constituents.
- Ability to maintain a flexible work schedule that may require occasional early morning, night, or weekend work.
- Ability to switch efficiently among different cultural frames of reference and communication modes
- 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 regular 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.
- Salary range: \$65,000 - \$70,000
- Maine Audubon offers a full benefits package including:
 - Paid time off, including vacation days, sick days, personal days, and holidays
 - Paid health insurance
 - Flexible Spending Account and Dependent Child Care Account available
 - Short Term/Long Term Disability and Life Insurance paid by employer
 - 403b plan with 4% employer contribution – no match required

To apply: Please send resume and cover letter to Colleen Spivey, cspivey@maineaudubon.org, with “Major Gifts Officer” in the subject line. 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. Review of applications will begin on July 22, and applications will be accepted through August 5. Position is open until filled.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.

All job offers are contingent on a successful criminal background check.