

- Membership: oversee the design of the membership program, and develop strategies to grow and retain the membership base
- Grants: Assist the ED in identifying and cultivating grant opportunities for a combination of capital and operating needs. Personally write grants and involve grant writers as needed.
- Capital Campaign: Guide the organization in the articulation, organizing, and executing of a capital campaign over the course of years two through four.
- Communicate and represent the mission, vision and values, of MH&T, and share a clear and compelling narrative to donors and stakeholders.
- Identify and cultivate relationships with individual, foundation, and corporate donors and develop strategies engage/re-engage them.
- Utilize the capabilities of the organization's Salesforce CRM.
- Ensure timely and grateful acknowledgement of gifts and accurate reporting funders.
- Lead the planning and execution of fundraising appeals and donor/prospect cultivation events.
- Develop print marketing collateral related to fundraising.

Abilities & Skills

- Four years fundraising experience including a willingness to solicit individual donors, work within an annual campaign, and to draft grant proposals.
- Current knowledge in nonprofit fundraising and communications.
- Knowledge of fundraising trends and ability to connect research, business trends and professional development opportunities to the meet the needs and of the organization
- Proven successful interactions with a nonprofit board and a diverse array of stakeholders
- Experience using a CRM database. Working experience with Salesforce (preferred).
- Enthusiastic, flexible, and positive demeanor; capable of working independently as well as part of a team
- Demonstrated ability to establish and meet deadlines
- Excellent written and proofreading skills, and strong, confident oral communication skills
- Excellent computer/technology skills, especially in Outlook, Word, Excel, PowerPoint, and social media platforms

Education

- Bachelor's Degree or equivalent

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

To apply, please submit cover letter and resume to employment@mainehuts.org

Maine Huts & Trails is an Equal Opportunity employer and values diversity in the workplace.