



Development Coordinator
Maine Volunteer Lake Monitoring Program

Overview

The Maine Volunteer Lake Monitoring Program (VLMP) is the longest-standing, statewide citizen lake monitoring program in the U.S., as well as one of the largest. Currently, more than 1,300 trained citizen lake scientists monitor the health of more than 450 lakes throughout Maine. The VLMP works collaboratively with like-minded organizations, agencies, educational institutions and individuals, in the gathering of scientifically credible lake data. VLMP lake monitors are Maine's premier lake leaders and stewards through their work monitoring water quality, screening lakes for invasive aquatic species, and monitoring the health of their lake watersheds. For additional information: www.mainevlmp.org

The VLMP Development Team, comprised of the Executive Director, the Board of Directors, Development Committee and staff, seeks a highly motivated, experienced and energetic individual to coordinate development efforts while providing leadership, guidance, experience, inspiration, and logistical support to fellow Development Team members. Responsibilities will include: identifying and pursuing potential donors and funding sources; preparing grant applications to help fund organizational activities; coordinating public activities, materials and communications; initiating, coordinating and overseeing as appropriate a wide range of fundraising efforts; strengthening the donor base and donor loyalty; and expanding foundation support. The Development Coordinator will, in short, play a vital role in the Development Team, helping to ensure the resources necessary to fulfill the organization's Mission, support core activities, facilitate program growth, and stabilize and grow the annual operating budget.

The Development Coordinator (DC) will be accountable to the Executive Director, and provide the design, strategic guidance and implementation of overall development policy. The DC will assure development and maintenance of appropriate systems to fund development, including, but not limited to, donor management, research, and cultivation; gift processing and recognition; and maintenance of accountability and compliance standards for donors and funding sources.

Nature and Scope of Position

1. Participates with the Executive Director, staff and governing body to ensure implementation of the organization's mission and direction.
2. Provides general oversight of all the organization's fund development activities, including day-to-day operations, identifying and securing new and expanded sources of funding, and monitoring the adequacy and efficacy of development and fundraising activities.

3. Works with the Executive Director, chair and members of the Development Committee and Board of Directors to ensure fulfillment of fund development roles, and facilitates interaction among Development Team members.

Essential Position Responsibilities

1. Overall responsibility for developing, coordinating, and implementing the organization's Development Program.
2. Ensures that philanthropy and fund development are carried out in keeping with the organization's values, Mission, vision and plans.
3. Helps leadership identify and address organizational development issues that challenge and support health and effectiveness.
4. Keeps informed of developments in philanthropy and fund development; informs the development team on current trends, issues, problems and activities, in order to facilitate policy making.
5. Helps develop a balanced funding mix of donor sources, tailored to the needs of the organization, that will enable it to attract, retain, and motivate donors and fundraising volunteers.
6. Appropriately represents the VLMP to donors, prospects, regulators, and funding volunteers.
7. Designs learning programs/workshops in fund development for staff and volunteers, and pursues continuing education for self.
8. Develops an annual calendar to cover all crucial development issues in a timely fashion.
9. Works with the VLMP staff team to undertake any assigned tasks essential to accomplishing programmatic goals.

Required Skills, Experience, and Attributes

Attitude & Temperament

- Passionate environmental advocate: understands the VLMP Mission; willing/eager to become immersed in the culture of the organization, in order to be an effective representative
- Understands the culture and challenges of non-profit organization work: passion driven; fast-paced, multi-tasking, resource limitations
- Strong team player: responsible, reliable and supportive; but able to self-direct and work independently, as well
- Strong, strategically-focused analytical skills, good common sense; capacity to provide leadership and to collaborate with others in a team situation
- Creative, innovative, visionary thinker
- Close attention to detail, and ability to work under tight deadlines
- Good sense of humor

Financial Development Capacities - Fundraising & Marketing

- Minimum of 3 years' experience in program development and fundraising
- Proven successful track record with previous NGO's in the ability to successfully raise funds, make presentations, direct mail activities, manage donor database, prepare foundation requests and supervise and coordinate an energetic team
- Demonstrated experience and success with foundation proposals, fundraising campaigns, underwriting, legacy giving programs, major gift solicitations

- Experience with donor recognition events, and other relationship-building strategies
- Proven marketing/sales skills essential to program development
- Ideally, knowledge of constituents – key environmental NGO leaders and players (especially the Maine lakes community); as well businesses likely to help support lake protection efforts
- Demonstrated experience with web-based technology, social media, etc. and understanding of how to use this media to foster public engagement and donor loyalty
- Experience with managing financial reports

Public Relations Capacities – Leadership, Communication, Relationship Building

- Comfortable speaking in public to individuals, small and large groups
- Proven ability to motivate people; knack for getting people to engage, to take action, to want to help
- Superior interpersonal skills; excellent written and oral communication skills
- Ability to build relationships across a broad spectrum
- Success in relationship building, collaboration, networking, etc.
- Experienced facilitator

General Requirements:

- Bachelor’s degree, or commensurate experience in related field
- Proficiency with Microsoft Office Suite; database management; presentation software
- Willing/able to work flexible hours, including occasional nights and weekends
- Personal transportation
- Lives within daily commuting distance to Auburn, Maine

How to Apply: To apply, submit an up-to-date CV, contact information for three references, at least two of which are from supervisory professional associates, and a cover letter in which you address why you are a good fit for this position. PLEASE include your name on all e-file names. Email to:

VLMP@MaineVLMP.org

Application

Deadline: March 1, 2016

Job Type: Full-time

Salary: Competitive rate, commensurate with experience; benefits package includes paid vacation and sick days, health care, holidays.

Start Date: TBD: Immediately upon selection of successful candidate

Region: Statewide

Workplace: 24 Maple Hill Road; Auburn, ME; 04210