



**FOREST
SOCIETY
of MAINE**

209 State St. 2nd Fl
Bangor, ME 04401
(207) 945-9200 tel
www.fsmaine.org

POSITION AVAILABLE Development Officer

If you are interested in working for a successful nonprofit organization to help conserve the multiple values of forestlands in Maine, then come join us! The Forest Society of Maine (FSM) is a statewide land trust working with private landowners to conserve and maintain the many values of forestlands in Maine, including important natural areas such as lakes, rivers, and mountains. FSM seeks to maintain traditional forest uses through conservation easements: conserving environmental, cultural, and recreational values while sustaining the economic contributions of Maine's working forests.

Description

The development officer reports directly to the vice president of resources and communications and works closely with the development associate. The development officer will work to broaden the base and increase the level of financial support for the Forest Society of Maine and enhance and expand organizational outreach.

Responsibilities

- Work together with development staff to develop annual communication plan, workplan, and budgetary needs;
- Develop and implement effective strategies and procedures for cultivation, solicitation, and stewardship of individual, corporate, and foundation donors, as well as government sources;
- Plan, coordinate, and implement an annual individual donor campaign;
- Plan, coordinate, and implement a corporate fundraising campaign;
- Research and write foundation grants and reports to meet fundraising goals;
- Work with vice president of resources and communications and the president/CEO to grow leadership support for FSM and its projects;
- Create and maintain annual outreach calendar;
- Assist in analyzing data from FSM's fundraising database to support FSM's development program overall and to best coordinate with FSM stewardship database and financial database;
- Undertake prospect research to identify and qualify major gift prospects as well as others of any giving level whose interests align with FSM's work;
- Help ensure timely correspondence related to fundraising appeals and acknowledgements;
- Work with appropriate FSM staff on special events;
- Serve as liaison to board development committee;
- Develop and maintain the policies and procedures required for the development programs in collaboration with the development associate and the VPRC;
- Contribute to the creation of FSM newsletter and other informational materials;
- Work with development associate to ensure appropriate updates are made to the FSM website, Guidestar, Dunns, et al to maintain accuracy;
- Oversee Stetson Mountain Fund committee and annual grant making process;

- Assist vice president of resources and communications (and other staff as appropriate) in other aspects of FSM's operations as needed.

Education

- Minimum of a bachelor's degree in an appropriate field or equivalent work experience demonstrating ability to fulfill the array of responsibilities required to further FSM fundraising and outreach.

Desired Qualifications

- At least 3 years of fundraising experience, with more years preferred, and understanding of small non-profit organizations;
- Ability to manage multiple projects and meet deadlines;
- Experience handling sensitive and confidential information;
- Demonstrated experience working with fundraising databases and with Microsoft Office applications;
- Working knowledge of prospect research;
- Strong verbal and written communication and interpersonal skills;
- Flexibility and resourcefulness working in a small office environment;
- Enthusiasm for the mission of the Forest Society of Maine;
- Sense of humor is a plus.

Salary and Benefits

This is a permanent, full-time position with benefits. Benefits package includes retirement, health insurance, paid holidays, sick leave, and vacation time. Work will be based at the Forest Society of Maine's office in Bangor. Annual salary will be commensurate with experience and skills within an anticipated range of \$60,000 - \$70,000.

To Apply

Email cover letter and resume to:

info@fsmaine.org with the subject line: DO Search Committee

OR mail to:

Forest Society of Maine
Attn: DO Search Committee
209 State St. 2nd Fl
Bangor, ME 04401

Deadline

January 31, 2025

Equal Opportunity, Diversity, Equity, and Inclusion

The Forest Society of Maine does not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We are an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission. A copy of our Diversity, Equity, and Inclusion Policy is available upon request.