



**FOREST
SOCIETY
of MAINE**

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

POSITION AVAILABLE Development Associate

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 Maine forestlands, including important natural areas such as lakes, rivers, and mountains. FSM seeks to maintain traditional forest uses through conservation easements: preserving environmental, cultural, and recreational values while sustaining the economic contributions of Maine's working forests.

Description

The development associate reports directly to the development officer and also works closely with the vice president of resources and communications. The development associate will help support efforts of the board and staff to broaden the base and increase the level of financial support for the Forest Society of Maine, as well as help enhance and expand the understanding of existing and potential supporters about FSM and its mission.

Responsibilities

- Process donor gifts and pledges and produce reports to support all resource development activities
- Maintain development database and record-keeping systems including filing of hard copies and reconciling gifts with finance staff
- Manage and coordinate all aspects of the biannual newsletter
- Upgrade, generate, and maintain content for FSM website including oversight of web contacts and responses in consultation with other FSM staff as appropriate
- Help develop communication and fundraising plans to ensure annual development goals are met
- Work with development officer to create and coordinate prospect lists, letters, thank-yous, etc. for annual appeals and other appeals
- Manage and create content for FSM Constant Contact account and assist DO with social media accounts, including Facebook and Instagram, and any other online marketing and communications as needed
- Create and/or assist with developing fundraising and outreach related informational materials including ads, press releases, displays, and social media posts
- Assist with preparing invitations, promotional announcements, and assembling guest list for events
- Provide proofreading assistance for proposals, solicitations, and other materials as needed
- Provide support and updates to the FSM board, development committee, advisory council, other volunteers and staff relating to development issues
- Work with development officer to maintain policies, procedures, and protocols for development
- Assist vice president of resources and communications (and other staff as appropriate) with other tasks important to supporting FSM's overall 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 resource development and communications.

Desired Qualifications

- Excellent written communication and grammatical skills;
- Excellent organizational skills, attention to detail and accuracy;
- Experience handling sensitive and confidential information;
- Strong curiosity and willingness to trouble shoot difficulties;
- Ability to manage multiple projects and deadlines;
- Demonstrated experience working with fundraising databases, websites, and with Microsoft Office applications;
- Flexibility and resourcefulness working in a small office environment;
- Enthusiasm for the mission of the Forest Society of Maine; and
- 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 \$45,000 - \$55,000.

To Apply

A cover letter and resume must be emailed (or mailed) directly to Forest Society of Maine:

Email: janice@fsmaine.org with the subject line: DA Search Committee

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

Deadline

September 27, 2024

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.