



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

POSITION AVAILABLE

Development and Administrative Associate

If you are interested in working for a successful nonprofit organization to help conserve Maine forestlands, then come join us! Forest Society of Maine (FSM) is a statewide land trust conserving Maine's forests to sustain their ecological, economic, cultural, and recreational values. FSM is the 7th largest land trust in the U.S. by acres conserved. We have been able to achieve tremendous conservation success in a cost-effective manner. We currently have an organizational budget of \$2.6 million, 13 staff, and 20 board members. In 2009, FSM became just the second land trust in Maine to become nationally accredited by the Land Trust Accreditation Commission and has maintained that status for almost 20 years.

Learn more about FSM at www.fsmaine.org.

Description

The Development and Administrative Associate reports directly to the Development Director and works closely with the President and CEO. The Development and Administrative Associate provides critical support for Forest Society of Maine's development efforts while also assisting the President and CEO with board and committee work. Some general office and operational duties fill a smaller part of this position.

Areas of Responsibility

Development Duties 55%

- Process donor gifts and pledges, print acknowledgement letters, and produce reports to support all resource development activities
- Maintain CRM database and record-keeping systems including fundraising appeal tracking, donor file management, and communications with donors and key contacts
- Work with Finance Associate to reconcile gifts on a monthly basis, alert finance department of notice or receipt of online or DAF gifts, and provide documentation and other items needed by finance department
- Coordinate and implement administrative work for FSM's annual fundraising, including working with development staff to send and track fundraising appeals
- Perform prospect research and communicate with development team to identify where appropriate stewardship and follow-up may be needed
- Work with development staff to create, coordinate, and maintain lists including prospect lists, mailing lists, event invitation lists, and other lists as needed
- Provide support and updates to the FSM board, development committee, other volunteers and staff relating to fundraising appeals and development items

- Assist Vice President of Resources and Communications (and other staff as appropriate) with other tasks important to supporting FSM's overall operations as needed

Board and Committee Support 30%

- Assist with scheduling, arranging logistics for quarterly board meetings, governance committee meetings, and bi-annual advisory council meetings
- Assist with Board meeting communications and tabulate meeting minutes
- Assist with Governance and advisory council meeting coordination and tabulation of minutes
- Serve as liaison to the board and committee members

President and CEO Support 10%

- Assist with President and CEO scheduling and registrations
- Coordinate staff meetings and organizational calendar
- Assist with credit card and expense reports

General Office and Operations 5%

- Retrieve, process and distribute mail, including making photocopies and scans when necessary
- Greet office visitors in courteous professional manner
- Answer phone calls, as needed
- Assist in other related aspects of FSM's operations as needed

Education

- Minimum of a bachelor's degree in an appropriate field or equivalent 1-3 years' work experience demonstrating ability to fulfill the array of responsibilities required for the position.

Qualifications

- 1-3 years' experience working with fundraising databases, preferably Little Green Light or similar software
- Proficient with Microsoft Office applications including Outlook, Word, Excel, Teams, OneDrive and Sharepoint
- Strong verbal and written communication skills
- Excellent organizational, problem-solving and multi-tasking skills with attention to detail, accuracy, and deadlines
- Experience with data entry and handling sensitive and confidential information
- Ability to arrange events, meetings, and to take meeting minutes
- Must be self-directed but able to work as part of a team
- Able to physically perform all required tasks of the position with or without reasonable accommodation
- Strong curiosity and enthusiasm for the mission of Forest Society of Maine
- Sense of humor is a plus.

Location

The position will be based at our office located in Bangor, Maine.

Salary and Benefits

This is a full-time, exempt position with competitive salary and benefits package. The salary range for this role is \$45,000 to \$55,000, commensurate with experience and qualifications.

FSM offers a competitive benefits package with the desire to continually improve upon them, including:

Health

- Employer-provided plans with 90% coverage for employees, 85% coverage for employee plus spouse/child(ren), and 80% coverage for family plans
- Dental plans are available at employees' expense

Paid Time Off

- 13 holidays annually
- 10 vacation days during first 12 months of employment (vacation accrual rates increase based on employee tenure)
- One sick day accrued per month, up to a maximum of 20 days

Additional Benefits

- Employer contribution of up to 8% of employee's salary to a SEP-IRA plan following successful completion of a six-month introductory period
- An annual allotment toward FSM gear
- Flexible work schedule

To Apply

We recognize that skills and experience may be gained through a variety of professional, academic, and lived experiences and encourage candidates who meet most of the qualifications and are excited about FSM's mission to apply.

To apply, please send a cover letter and resume to joe@fsmaine.org with the subject line: DAA Search Committee. Alternatively, you can mail your application materials to:

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

Deadline

Deadline for applying is Thursday, November 5, 2026.

Equal Opportunity, Diversity, Equity, and Inclusion

Forest Society of Maine does not discriminate based on race, color, sex, age, gender identity, national or ethnic origin, religion, pregnancy, 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 all employees can thrive and feel supported.