Who We Are
MaineCF’s mission is to bring people and resources together to build a better Maine. We hold assets of about $775 million and work statewide with donors and other partners to provide grants to nonprofit organizations and scholarships for Maine students. Our 46 employees work from our main office in Ellsworth, a second office in Portland, and remote locations throughout the state. We have a commitment to equity and expect all staff will use equity to inform their work with us. Please learn more about us by visiting our website: https://www.mainecf.org/.

Position Summary
The Program Officer facilitates grantmaking, donor engagement, and outreach activities in the assigned counties/regions and coordinates other assigned competitive grant programs. This position requires strong meeting facilitation skills and the ability to develop and maintain relationships with a variety of people and organizations. It also requires the ability to learn quickly and continuously about a range of topics. This position reports to the Director of Grantmaking.

Essential duties and responsibilities:
Grantmaking Services (80%):
- Build and maintain relationships with nonprofit organizations and provide technical assistance to grant seekers
- Conduct outreach activities, as needed, to increase visibility of grant programs to nonprofits
- Stay current and research local and regional issues
- Recruit, train, and manage volunteer advisors for grantmaking committees
- Review grant proposals and ensure grantmaking committees' reviews and decisions follow MaineCF practices, policies, and values
- Continual learning and understanding of racial equity and the strengths and challenges of under-resourced communities

Donor Engagement (20%):
Collaborate with donor engagement and advancement colleagues including:
- Share knowledge of local and regional issues
- Build relationships with current and prospective donors
- Share information about organizational priorities and activities that align with donors’ interests
- Match proposals from competitive grant programs with donors’ interests

Qualifications needed for position:
The following are required for the position:
- Demonstrated ability and experience in building relationships across different social groups
- Excellent communication skills
- Knowledge of nonprofit organizations or other community-based organizations
- Project management skills and experience, including creating goals and processes and ability to manage multiple tasks and deadlines
- Demonstrated commitment, experience and understanding of racial equity and the strengths and challenges of under-resourced communities
- Strong meeting facilitation skills
- Experience managing volunteers or other groups
- Knowledge of Maine communities and skills and/or experiences developing expertise in new areas of interest
- Ability to work independently and collaboratively
- Willingness and ability to travel statewide
- Willingness and ability to attend meetings and events outside regular work hours as needed
- Skills or experience working in a professional office setting, such as answering phones, scheduling meetings, and using email, Excel, and Microsoft Word

The following are preferred but not required for the position:
- Knowledge about issues related to land conservation and environmental justice
- Knowledge of Lincoln, Sagadahoc, and Waldo counties

Location and Schedule
This is a full-time, hybrid position (2 days in office, 3 days remote), based out of our Portland or Ellsworth office.

Compensation and Benefits
- Salary range of $63K-$70K annually, based on experience and qualifications
- Health Insurance, 100% employer-paid premium for single coverage
- Dental Insurance, 100% employer-paid premium for single coverage
- Employer-paid short-term disability, long-term disability, and term life insurance
- 401(k) retirement plan with a 6-9% company contribution vested immediately
- 21 paid days off per year (increases with tenure)
- 13 paid holidays per year
- Employee Assistance Program (EAP)
- Wellness benefit

Our Hiring Process and Timeline
To apply, please email a resume and cover letter that explain how your skills and experience fit this position to resumes@mainecf.org by November 14th.
- We will notify you on November 21st if you have been selected for a phone screen
- Phone screens will be November 28th – December 2nd
- In-person interviews will be December 7th- 9th
- We would like the selected candidate to start in January

For questions, please contact: resumes@mainecf.org