MaineCF Job Posting
Position: Community Partner

Who We Are
MaineCF’s mission is to bring people and resources together to build a better Maine. We hold assets of over $670 million and work statewide with donors and other partners to provide grants to nonprofit organizations and scholarships for Maine students. Our 48 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/](https://www.mainecf.org/).

Position Summary
MaineCF is hiring three (3) Community Partners to serve the following counties:
- Hancock & Washington counties
- Knox & Waldo counties
- Penobscot county & statewide organizations

The Community Partner acts as a partner to nonprofit organizations and communities by facilitating grantmaking and community engagement in assigned counties, coordinating assigned grant programs, and serving as the staff lead for assigned topic areas. As a member of a dynamic, collaborative team, the Community Partner participates in Community Impact department groups and cross-departmental teams and committees.

We are especially interested in candidates with experience and networks in early childhood education & development; K-12 education; OR arts & culture.

Essential duties and responsibilities:
Partner with nonprofit organizations:
- Serve as a welcoming, accessible, and transparent partner to nonprofit organizations by:
  - Responding in a timely manner to inquiries and questions by email and phone
  - Providing information sessions and technical assistance to grant seekers
  - Connecting organizations to resources and contacts within and outside of MaineCF
  - Participating in events and external meetings to learn and build relationships
- Actively learn and increase understanding of the nonprofit organizations and landscape in assigned counties and topic area(s)

Partner with communities:
- Recruit, onboard, and manage community advisors for grantmaking committees
Facilitate grantmaking processes and meetings while following MaineCF practices, policies, and values
Build relationships with community leaders and cultivate networks connected to MaineCF
Actively learn and increase understanding of racial equity and the strengths and challenges of under-resourced communities

Partner within MaineCF:
- Participate in Community Impact Groups as assigned: Resources, Community Engagement, Policy, and Learning
- Serve as the point-of-contact for MaineCF staff for assigned counties and topic area(s)
- Collaborate across departments including Donor Engagement, Philanthropy, Communications, and Scholarships
- Participate in strategic initiative teams as assigned
- Document information in shared Salesforce database and maintain up-to-date records
- Respond in a timely manner to requests for content and input from colleagues
- Be responsible and accountable, adhering to grant budgets and departmental budgets

Qualifications needed for position:
The following are required for the position:
- Knowledge of Maine communities and skills and/or experiences developing expertise in new areas of interest.
- Project management skills and experience, including creating goals and processes and ability to manage multiple tasks and deadlines.
- Excellent communication skills.
- Strong meeting facilitation skills.
- Demonstrated ability and experience in building relationships across different social groups.
- Knowledge of nonprofit organizations or other community-based organizations.
- Demonstrated commitment, experience, and understanding of racial equity and the strengths and challenges of under-resourced communities.
- Understanding and sensitivity to power dynamics between funders and nonprofits, along with the interpersonal ability to minimize these differences and establish trust-based relationships.
- Experience managing volunteers or other groups.
- 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, maintaining a shared calendar, using email, and navigating a database. Proficiency in Outlook, Excel, and Microsoft Word required.
Schedule and Location

- This is a full-time, exempt position.
- This is a hybrid position; candidates must live in Maine and be available for regular travel to assigned counties and to our Ellsworth or Portland offices.

Compensation and Benefits

- Salary range of $65,000-$72,000 annually, based on experience and qualifications
- Health Insurance, 100% employer-paid premium for individual coverage
- Dental Insurance, 100% employer-paid premium for individual coverage
- Vision Insurance, 100% employer-paid premium for individual 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
- Parental leave
- 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 1.

- We will notify you on November 14 if you have been selected for a phone screen.
- Phone screens will be held the November 27 – December 1
- In-person interviews will be December 11-19.

For questions, please contact: resumes@mainecf.org