MaineCF Job Posting
Position: Director of Prospect Research

Who We Are
MaineCF’s mission is to bring people and resources together to build a better Maine. We hold assets of over $700 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/.

Position Summary
The Director of Prospect Research is a proactive leader, with a deep understanding of charitable giving, nonprofit organizations, and the communities of Maine. Reporting to the Vice President of Philanthropy and serving as a key member of the Philanthropy team, this position advances the mission of the MaineCF by leading efforts to identify, research, and profile individual, corporate and foundation prospects. In addition, this position will support management of MaineCF’s research-related vendor relationships.

Essential duties and responsibilities:
• Research and identify new potential donors, fund holders, and partners to the Foundation through review of recent research, data analysis, and review of donors who are upgrading/downgrading their giving.
• Write and produce prospect reports based on an in-depth analysis of data collected via research.
• Establish requisite processes – in collaboration with the Vice Presidents of Philanthropy and Donor Engagement – to identify, qualify, and assign prospects.
• Offer timely guidance on donor strategy and identification of prospects, including gift capacity and inclination towards specific Foundation initiatives.
• Support basic training of Philanthropy and Donor Engagement colleagues on tools and strategies used to qualify prospects.
• Support management of the CRM database, including ensuring accuracy of and consistent input of prospect data to track donor/prospect capacity, qualification, and interests.
• Make recommendations for appropriate research resources and vendors; and manage relationships as needed.

Qualifications needed for position:
The following are required for the position:
• At least 3 years of professional experience conducting in-depth research using various sources, including databases, public records, online resources, and industry publications.
• Proficient in analyzing data and identifying trends to prioritize potential donors and assess their giving capacity.
• Experience in identifying and qualifying potential donors who align with the Foundation’s mission and strategic priorities.
• Good working knowledge of the mechanics of fundraising at the individual, corporate, and institutional levels.
• Proficient with CRM systems, MSOffice, Excel, and Internet required.
• Portfolio management experience and working within complex organizations beneficial.
• Knowledge of relevant analytical tools and grant databases beneficial.
• Strong commitment to data privacy and confidentiality.
• Strong written and verbal communication skills.
• Self-motivated, self-sufficient, and driven to lead and collaborate with others to achieve success.
• Strong organizational skills with great attention to detail and accuracy.
• Basic understanding of financial statements and wealth indicators.
• Strategic and forward thinker.

Schedule and Location

• This is a part-time position, 30 hours/week.
• Candidates must live in Maine.
• This position can be fully remote, or a hybrid position based out of our Ellsworth or Portland office.

Compensation and Benefits

• Hourly rate of $48.41-$56.41, based on experience and qualifications
• Health, Dental, and 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
This is a rolling deadline. We will review resumes as they come in. If you are interested in the position, please apply as soon as possible. To apply, please email a resume and cover letter that explain how your skills and experience fit this position to jobs@mainecf.org.

For questions, please contact: jobs@mainecf.org