

MaineCF Job Posting

Position: Philanthropy Officer



Who We Are

MaineCF's mission is to bring people and resources together to build a better Maine. We hold assets of more than \$895 million and work across the state with donors, nonprofits and other partners to address the needs of all Maine people through grantmaking, community leadership and investments. Our 50+ 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: www.mainecef.org.

Position Summary

The Philanthropy Officer supports MaineCF's asset development goals by building and stewarding relationships with prospects, donors, and fund holders, while coordinating key communications and campaign activities for the Philanthropy team.

Essential Duties and Responsibilities

External Relationship and Asset Development

- Help grow MaineCF's scholarship funder pool by identifying, cultivating, soliciting, and stewarding scholarship donors and prospects in close coordination with the Scholarship Team.
- Personally manage a portfolio of donors, prospects, and fund holders, including cultivation, solicitation, stewardship, and follow-up activities designed to increase philanthropic support for MaineCF.
- Help identify, qualify, cultivate, and solicit new prospective donors and fund holders.
- Represent MaineCF at community, networking and partner events throughout the state.
- Maintain a working knowledge of local and regional issues and initiatives and familiarity with local nonprofit organizations.

Donor Communications and Project Management

- Project manage Philanthropy Team communications for pipeline development, including but not limited to year-end appeal planning, production, segmentation, tracking, and follow-up.
- Draft donor and prospect communications.
- Track donor and prospect activity, solicitation status, next steps, gifts, and outcomes in Salesforce CRM.

General Expectations

- Be committed to the mission, vision, and values of MaineCF.
- Be committed to service to donors, nonprofit organizations, and grantmaking volunteers.
- Maintain open and effective communication with all departments within the Foundation; work as a member of the team in the performance of duties.
- Work well with others.
- Understand and work within Foundation policies and procedures.
- Be reliable and trustworthy.
- Be well organized.
- Be punctual and use time efficiently.
- Perform duties in a conscientious and cooperative manner.
- Perform work in a timely fashion with a minimum of errors.

- Maintain confidentiality for all information concerning MaineCF business, its employees, and its donors, as well as other appropriate information.
- Be willing to share our commitment to equity and expect the person hired will use equity to inform their work with us.

Qualifications needed for position

- 3-5 years of relevant experience in fundraising, donor relations, nonprofit communications, or related work;
- Demonstrated ability to build relationships with a wide range of people;
- Strong written and verbal communication skills with the ability to draft clear, compelling and audience-appropriate communications for donors, prospects, and fundholders
- Experience coordinating projects involving multiple stakeholders, contributors, and deadlines;
- Experience coordinating donor, fundraising, or marketing communications campaigns, including planning, production timelines, audience segmentation, tracking, and follow-up.
- Comfort initiating outreach and representing an organization externally;
- Familiarity with philanthropy, nonprofits, or Maine communities preferred, not required;
- Ability to work independently and within a team structure;
- Must possess and demonstrate a high level of professionalism, diplomacy, and ability to maintain confidentiality;
- Solid computer proficiency, particularly in all Microsoft Office applications, including Excel, Word, PowerPoint, and Outlook;
- Experience using CRM/donor software to track outreach, engagement activities, communications and outcomes; Salesforce experience preferred.
- Strong organizational skills with great attention to detail and accuracy;
- Ability to work occasional evenings and weekends, particularly for events;
- Willingness and ability to travel frequently within Maine.

Schedule and Location

- This is a full-time, hybrid position based out of our Portland or Ellsworth office
- Candidates must live in Maine or establish Maine residency within three months of hire

Compensation and Benefits

- Salary range of \$75,000-\$85,000 annually, 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) and 12 paid holidays per year
- Parental leave, Employee Assistance Program (EAP), wellness benefit, free parking, and more!

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 **October 23**.

- We will notify you by **October 30** if you have been selected for a phone screen.
- Phone screens will be held **November 2-6**
- In-person interviews will be **November 16-20**.

For questions, please contact: resumes@mainecf.org