

Development & Outreach Manager Downeast Lakes Land Trust

The Downeast Lakes Land Trust (DLLT) is a 501(c)(3) nonprofit organization based in Grand Lake Stream, with a mission to contribute to the long-term economic and environmental well-being of the Downeast Lakes region through the conservation and exemplary management of its forests and waters. DLLT sustainably manages the 55,678-acre Downeast Lakes Community Forest for wildlife habitat, forest products, and public recreation.

DLLT is not a membership-based organization, but it has an engaged donor base of more than 900 supporters and strong relationships with numerous grantmaking organizations. DLLT engages in twice-annual appeals in support of the general fund, and maintains a growing list of corporate sponsors. During three large capital campaigns, DLLT and partners have raised more than \$58 million for land conservation in the Downeast Lakes region.

The Development & Outreach Manager (DOM) develops and manages DLLT's fundraising activities, cultivates donors, and manages DLLT's outreach communications. The DOM works under the supervision of the President and CEO. This is a full-time, managerial position which will require some work on weekends, holidays, and during non-traditional hours. The DOM is expected to reside within commuting distance of Grand Lake Stream, Maine. Frequent in-state travel and periodic travel out of state will be required.

Specific areas of responsibility include:

Outreach and Public Relations:

- Writes and develops print, online, and social media outreach materials, donor communications, and media relations.
- Prepares material in a timely fashion allowing for considered review and timely publishing.
- Plans and coordinates outreach and special events, and provides information on and promotes DLLT programs, plans, and policies to the DLLT community, other organizations, and the media.

Fundraising:

- Writes grant proposals for operational and program support, and reports grant progress to private foundations and public agencies.
- Helps the CEO & President with capital campaigns.
- Researches donors, foundations, and grant programs, and develops donor relations in support of overall fundraising objectives.

- Develops relationships with new donors and grant makers. Strengthens and maintains relationships with existing supporters.
- Develops and implements fundraising strategies, budgets, and reporting mechanisms for general fund appeals, capital campaigns, corporate sponsorships, and planned giving.

Board & Committee Support:

- Prepares documents and reports for the committees and board as requested.
- Attends and participates in committee meetings including but not limited to Development and Community Relations.

Staff & Volunteer Support:

- Coordinates with other staff and committee members to synthesize information from all DLLT committees in support of outreach and communication agendas and reports to the committees and board.

Location: The position is based in Grand Lake Stream, Maine. This is a small, rural community (winter pop. 80) with a traditional natural resource-based economy focused on outdoor recreational tourism and the timber products industry.

Qualifications:

- Substantial fundraising experience, preferably for a land trust or conservation organization and including grants, general fund appeals, and high-capacity donor cultivation
- Outstanding interpersonal skills and excellent written and verbal communication skills
- Must be comfortable living and working in a small community in rural Maine.
- Flexibility with time management & job duties
- Self-starter with helpful attitude
- Organized and timely with communication
- Familiar with Microsoft Office & Gift Works

Compensation: Salary and benefits (including health, paid vacation, and retirement) commensurate with qualifications and comparable to similar positions.

To Apply:

Send resume, cover letter, and contact information for 3 references in a single document by email to search@downeastlakes.org, ATTN: Development & Outreach Manager. For more information on the Downeast Lakes Land Trust, see www.downeastlakes.org. DLLT is an Equal Opportunity Employer.

All applications must be received by Friday, August 2nd.