Co-Director/Development Director

Overview:
Cobscook Institute creates educational opportunities and connections that are responsive to the needs of our community in Downeast Maine and beyond. We combine the time-honored traditions of learning from and with a community (popular, folk, indigenous education) with the latest research-based models including experiential and trauma-informed practices. Founded as a grassroots initiative in 1999, Cobscook is a thriving teaching and learning center, an innovation hub, and a retreat and gathering place for people from near and far.

Our mission is to create responsive educational opportunities that strengthen personal, community, and global well-being. Our vision is of a thriving community that respects people and planet, and inspires, supports, and sustains people to achieve their greatest potential. Programming is rooted in the rich and diverse cultures, arts, and natural systems of our region.

Cobscook’s values of collaboration and inclusion are reflected in its shared and distributed governance structure. Within this structure, the position advertised here is both Cobscook’s Development Director and a Co-Director for the entire organization. Three Co-Directors share responsibility for the successful leadership, management, and direction of Cobscook Institute and its mission.

The Co-Director/Development Director is responsible for overseeing and ensuring a strategic, dynamic, and effective development function within Cobscook Institute. This includes the creation and implementation of Cobscook’s comprehensive fundraising plan; securing contributions from foundations, organizations, corporations, and individual donors; and supporting Cobscook Institute’s internal and external communications plans and strategies. This individual will work as part of a team in an environment of collaboration and shared leadership. They will cultivate a full understanding of Cobscook Institute: its mission, vision, and values, and represent Cobscook with partners, community members, and funders in local, state, national, and international venues.

Duties and Responsibilities:
- Lead the design and implementation of Cobscook’s fundraising operations
- Coordinate activities and practices to identify and cultivate relationships with potential funding partners and steward relationships with current funding partners
- Write or guide the completion of all grant proposals and reports to funding partners
- Ensure smooth operation of the development team and chair the Development Circle
- Develop a plan and strategy to increase visibility, understanding, and awareness of Cobscook Institute’s programs and impact, in partnership with communications team
- Work with team members to prepare the annual budget for development operations
- Travel regionally, nationally, and internationally to represent Cobscook in workshops and conferences as well as in support of funding partner relations.

In partnership with the other Co-Directors:
- Act as a vision holder and champion for the organization’s culture and values and represent Cobscook Institute to community and civic organizations, donors, funders and supporters, other agencies and the general public.
● Address Cobscook’s current needs and opportunities while planning for the success and growth of the organization’s work into the future.
● Help orchestrate the establishment of clear organizational priorities, distribution of tasks, and coordination of team members’ efforts to fulfill those goals
● Work closely with the Board of Directors to set and fulfill Cobscook’s strategic priorities and goals and objectives, and improve our policies and procedures.

Qualifications:
Knowledge:
● Four or more years of administrative leadership experience within non-profit, education, and/or or philanthropic realms
● A minimum of a Bachelor’s degree
● A deep connection to and understanding of the Cobscook Bay region and its people, or a commitment to building that connection and knowledge base
● Strong experience with fundraising, fiscal management, and team leadership
● Understanding of alternative, community, and adult education or a commitment to build that knowledge

Skills/Abilities:
● Act as an inspirational spokesperson (spoken and written), relationship builder, and fundraiser for Cobscook.
● Use effectively our task and donor management software and ability to analyze data for trends and prepare reports.
● Develop and track budgets in the context of meeting development goals.
● Build, maintain, and manage long-term relationships with community partners, collaborators, and funding partners who help sustain our work at every level
● Cultivate collaboration and collective empowerment

Compensation and Benefits:
This is a full time position. Salary Range: $53,000 to $63,000 depending on experience and qualifications. Benefits include: Health Insurance, Paid Holidays, and Paid Time-Off.

How to Apply:
Fill out the application form on our website and upload a PDF that includes your resume, a cover letter, and three references. The references will not be contacted without your prior approval.

Equal Opportunity Employer:
Cobscook Institute is committed to the principle of equal employment opportunity and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Cobscook are based on organizational needs, job requirements and individual qualifications, without regard to religion, sex, gender, sexual orientation, marital status, national origin, citizenship, service in the military or veteran status, ancestry, age, physical or mental disability, medical condition, or any other status protected by law.