

## **Maine Museum of Innovation, Learning and Labor (Maine MILL) Development Manager**

### **Position Description**

Maine MILL's Development Manager is an experienced fundraiser with strong relationship, writing and project management skills who will build upon the organization's history of successful fundraising by designing and implementing a robust development program to provide for the short- and long-term needs of our growing organization during an exciting period of growth as we complete a \$10M capital campaign.

### **Qualifications**

The Development Manager will be an essential part of the Maine MILL team and should have a background that will enable her/him/them to design and implement a development program. S/he/they will work closely with the executive director and an active Board of Directors to determine the fundraising and communications priorities of the organization, setting one year, five year, and longer-term goals. S/he/they should be organized and able to multi-task and be a strong communicator and writer. The Development Manager must be comfortable working with people from a broad array of backgrounds and be prepared to represent Maine MILL in a variety of settings.

### **Specific responsibilities include:**

#### Donor Cultivation and Stewardship

- Cultivate major donors through regular communication and diverse engagement opportunities.
- Grow our list of potential donors including individuals, corporations, and foundations.
- Develop strategies to steward current donors and provide recognition that motivates continued and increased giving
- Maintain a fundraising database (DonorPerfect), supervising all gift processing, data entry and data management.
- Provide data and fundraising reports to the Executive Director, as requested.

#### Annual Giving

- Manage the annual giving campaign for unrestricted funds including mailings twice a year along with all related materials.
- Coordinate outreach and messaging for Giving Tuesday.

#### Events and Communications

- Plan fundraising events that support our mission including our 2nd annual Soiree en Blanc in Summer 2024.
- Increase outreach to businesses to sponsor ongoing programming and manage sponsorship solicitations.
- Produce informative materials for distribution to donors and the public.

#### Grant Writing

- Research and apply for grant funding from public and private sources.

Other related duties as assigned.

**Required Skills/Abilities:**

- Extensive knowledge of fundraising strategies and principles.
- Proven track record of securing donations from individuals, foundations, corporations, and/or other funding sources.
- Excellent written and verbal communication skills, including effective public speaking to large and small groups.
- Excellent interpersonal skills.
- Proficient in Microsoft Office and Google Suite software. Experience using and maintaining donor management software (working knowledge of DonorPerfect is a plus).

**Education and Experience:**

- Bachelor's degree
- Three to five years of experience in fundraising and/or communications/marketing for a nonprofit organization is preferred.

**Ideal Qualities**

- Ability to motivate and inspire people to activate through their philanthropy.
- Deep curiosity about the many constituents who engage with the museum.
- Familiarity with the Lewiston-Auburn area and an eagerness to become a part of the fabric of the community.
- Commitment to service mindset in all aspects of work.

**Reporting:** The Development Manager reports to the Executive Director.

**Location:** The Development Manager will work from Maine MILL (35 Canal Street in Lewiston, Maine) with the possibility of some remote work.

**Time Commitment:** Full-time beginning no later than January 2, 2024.

**Salary:** \$50,000 plus benefits.

**A resume and cover letter of interest must be sent to [info@mainemill.org](mailto:info@mainemill.org).  
Position will remain open until filled.**

**Maine MILL is an Equal Opportunity Employer and encourages diverse candidates to apply.**