



# MAINE FARMLAND TRUST

## Job Description –Development Officer

### Summary:

The Development Officer is an integral part of Maine Farmland Trust's development team and will support the President & CEO and Development Director in implementing a strategic approach to fundraising activities, including individual giving, planned giving, and fundraising events. This position will include managing ongoing relationships with current donors and cultivating prospective donors, developing a portfolio of mid-level donors, and strengthening the fund development systems within the organization. As a member of the development team, this person may be asked to participate in other fundraising activities in support of the development team's overall goals and workplan. The position could be located in MFT's Portland or Belfast office, with occasional travel to the other office location.

**Reports to:** Development Director

### Responsibilities:

Supports the President and Development Director in coordinating the activities of MFT's overall advancement strategy, including:

- **Donor Development:** Work in partnership with the Development Director and President to identify and cultivate new and manage existing donor relationships; work to establish own portfolio of donors, and conduct preliminary research on prospective individual donors. Identify needs around more in-depth prospect research, and work with MFT's Database Manager to augment the database to include such research.
- **Development Communications:** Work in partnership with Development and Outreach teams to plan and implement donor solicitation mailings, including annual membership renewal and year-end appeal. Collaborate with team members to create development materials (brochures, annual report, etc.).
- **Development Events:** Provide support for development-related events. Participate as needed in activities such as membership and outreach events, annual meeting, etc.
- **Data Management:** Along with other Development staff, maintain electronic donor files in donor database system.
- **MFT Ambassador:** Be an ambassador for MFT, and reach out consistently to help build MFT's reputation and donor/membership base.

### Desired Qualifications:

- Past development experience, including securing gifts from donors, corporations, foundations, or other private funding sources;

- Exceptional interpersonal skills and the ability to listen and to communicate effectively in writing and in person; ability to build rapport and develop effective relationships with others; and to work well with a wide variety of people;
- Excellent writing and editing skills;
- Proven success managing complex tasks and ability to oversee numerous assignments simultaneously;
- Ability to work with minimal supervision, as well as foster effective working relationships within a team environment;
- Willingness to travel as needed throughout Maine and work occasionally on evenings and weekends;
- Ability to provide own transportation;
- Experience with donor software or other CRM applications, as well as graphic design software, such as Adobe Photoshop and InDesign (not required, but preferred);
- Commitment to fostering the future of farming in Maine. Past experience in a conservation, natural resource, or farm organization (not required, but preferred).