



MAINE FARMLAND TRUST

Job Description –Development Officer

Summary:

The Development Officer is an integral part of Maine Farmland Trust's Development team and will focus on a strategic approach to fundraising activities related to individual and planned giving. The Development Officer will carry a portfolio of active donors and prospects, manage ongoing relationships, cultivate new relationships, create strategies for the solicitation of gifts, and directly solicit one-time and multi-year gifts.

The Development Officer will also help to strengthen the fundraising systems within the organization, and may be asked to participate in other fundraising activities in support of the Development team's overall goals and workplan.

While the other members of the Development team are currently based in Portland, this position could be located in either MFT's Portland or Belfast offices, 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 to identify and cultivate new donor relationships and manage existing ones; work to establish own portfolio of donors, and conduct research on prospective individual donors. Directly solicit and close gifts from current and prospective donors.
- **Development Communications:** Work as part of the Development team to plan and implement donor solicitation efforts, including annual membership renewal and year-end appeal mailings, donor house parties, and other fundraising campaigns. Collaborate with team members to create written 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, donor 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, make a commitment to fostering the future of farming in Maine, and reach out consistently to help build MFT's reputation and donor/membership base.

Required Qualifications:

- Past fundraising 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;
- Ability to provide own transportation and willingness to travel throughout Maine to visit donors in their homes and communities;
- Work occasionally on evenings and weekends;
- Experience with donor software, as well as graphic design software, such as Adobe Photoshop and InDesign (not required, but preferred);
- Past experience in a conservation, natural resource, or farm organization (not required, but preferred).