



Job Description – Development Officer

Summary

The Development Officer is an integral part of Maine Farmland Trust's Development team. This position is responsible for developing strategies for the cultivation, solicitation, and stewardship of donors, with a special focus on five- and six-figure gifts and planned gifts to support Maine Farmland Trust. This person will help to strengthen the fundraising systems within the organization, and will participate in other fundraising activities in support of the Development team's overall goals and workplan. This position is based in Maine Farmland Trust's Portland office, or can be remote for an individual based in southern Maine.

Reports to: Director of Development

Responsibilities

Supports the overall mission and vision of Maine Farmland Trust through:

- **Donor Development:** Work in partnership with the Director of Development and President & CEO to help MFT donors accomplish their philanthropic goals and ambitions through a strong, consistent, and mutually beneficial relationship with our organization. Identify, cultivate, solicit, and steward major and planned gift donor relationships; manage an active portfolio of up to 150 donors and prospects. Lead each step of donor cultivation, including identification, qualification through research, relationship-building, briefing, request for support, follow-up, stewardship, and recognition. Develop individual donor strategies, along with materials, to renew and upgrade outright and planned gifts.
- **Development Communications:** Work closely with Director of Development to plan and execute 2 - 4 project-based campaigns annually to raise funding for specific projects or initiatives. Collaborate with team members, as appropriate, to create written development materials (appeals, brochures, impact reports, annual report, etc.).
- **Donor Engagement:** Plan and organize donor engagement activities for high-level donors to showcase Maine Farmland Trust and its programs, priorities, and five-year strategic plan. Participate in and leverage activities such as membership and outreach events, annual meetings, etc.
- **Data Management:** Maintain high integrity of data collection systems used to track and cultivate donors and prospects, including our donor database and wealth screening tools. Track and report progress using specific metrics.
- **Workplan and Strategic Plan Implementation.** Prepare an individual workplan annually and carry out those duties in support of the Development Department Workplan. Support strategic planning by participating in education/training opportunities or other activities as requested by the Development Director.

- **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

- Demonstrated fundraising experience required, including securing major gifts from donors, corporations, foundations, and/or other private funding sources; at least three to five years of experience.
- Ability to efficiently manage portfolio of donors and generate significant number of contacts and visits.
- Exceptional interpersonal skills and the ability to listen actively 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; ability to understand, interpret, and synthesize complex programmatic information.
- Ability to manage complex tasks and oversee numerous assignments simultaneously while working with minimal supervision; 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;
- Proficiency with Microsoft Office Suite and donor software (required); experience with graphic design software, such as Adobe Photoshop and InDesign (desired);
- Past experience in a conservation, natural resource, or farm organization (not required, but preferred).

Salary Range: \$55,000 - 85,000