



MAINE FARMLAND TRUST

Job Description – Executive Assistant

Summary: The Executive Assistant will be part of the President’s Office team and provide support to the President & CEO, General Counsel, Director of Development, and other members of staff, as needed.

Reports to: General Counsel

Office Location: Portland or Belfast, Maine. Remote options are possible as long as candidates are (and intend to remain) Maine-based.

Essential Functions / Duties:

- **Executive Support:** Assist President & CEO with daily administrative duties and complete a broad variety of administrative tasks, including managing an active calendar of appointments, booking meeting space internally and externally, completing expense reports, composing and preparing correspondence, arranging travel plans, compiling documents for meetings, maintaining filing system, scanning and e-filing documents, and performing general public outreach duties.
- **Development Support:** Assist Director of Development with broad variety of development-specific tasks, including but not limited to data entry into fundraising management system, supporting membership event planning and tracking, processing acknowledgement letters, coordinating development mailings, managing volunteers who assist with mailings, conducting introductory donor and funder research as needed.
- **Board and Committee Communications:** Coordinate communications with the board and its committees, including compiling board and committee meeting materials, requesting votes by email as necessary, developing regular board and committee meeting schedule, arranging special meetings as necessary, and coordinating other general correspondence between the staff and board as appropriate. Secure meeting space for board and committee meetings. Attend board and committee meetings and produce draft meeting minutes.
- **Office Management:** Ensure MFT offices are kept organized, clean and presentable to the public. Receive, open, and distribute mail and packages. Manage office budget in partnership with CFO, and manage certain contractors and service providers. Maintain MFT’s office supplies and mailing supplies and other office management functions as assigned.
- **General Administrative Support:** Register staff for events and conferences. Provide general administrative support to other members of staff, as needed. Provide a variety of other services to MFT. Other duties as assigned.
- **External Relations:** Be an ambassador for MFT, and reach out consistently to help build the membership base.

Desired Qualifications:

- A minimum of 2-4 years of relevant experience.

- Ability to listen thoughtfully and to communicate effectively in writing and in person; excellent verbal and written communication skills; ability to collaborate with supervisor and other staff.
- Highly organized and detail oriented; adept at multitasking and juggling planning for various tasks simultaneously; able to meet deadlines.
- Proficiency with relevant technology, including email, word processing, and spreadsheets.
- Experience with, or a willingness to learn to use, fundraising and database software to input notes and make queries; experience with Salesforce, Slack, and Google Drive a plus.
- Willingness to travel in-state, occasionally on evenings and weekends for events. Ability to provide transportation.
- Past experience in a conservation, natural resource, or farm organization (not required, but preferred).

Salary Range: \$40,000 - \$45,000