

Friends of Baxter State Park

Development Director – November 2024

Friends of Baxter State Park (FBSP) seeks a full-time Development Director to join our small, thriving nonprofit working on behalf of Maine's most beloved wilderness area. The Development Director will play a pivotal role in a growing organization, working at all levels to help achieve continued success. The duties for this position may evolve over time, but initially will include fundraising (70%), communications & outreach (20%), and organizational management (10%). This is a remote position that can be based anywhere in Maine. The Development Director will report to the Executive Director of FBSP.

Development (70%)

The Development Director will play a lead role in FBSP's fundraising efforts in close consultation with the Executive Director. The Development Director will work on all aspects of development, from planning to execution, and from big-picture strategy to the finer points of fundraising mailings. Areas of responsibility will include individual giving, annual memberships, foundation grants, planned giving, and business support, with a portfolio of donors and prospective donors in each area. The work will be varied, interesting, challenging, and fun. The common thread is developing a fierce passion for our mission and sharing that passion in a way that inspires others to support our work. This work will require technical mastery of the tools of fundraising, great communication skills, boundless enthusiasm, organization, personal integrity, and the desire to continually improve.

Communications & Outreach (20%)

The Development Director will play a lead role in communications that support FBSP's membership and fundraising efforts. This work will take place across many platforms, including print, email, website, and social media. The Development Director will also regularly plan and coordinate in-person fundraising events to more deeply engage members, donors, and the public in our mission. To be effective in this work, the Development Director will need to become fluent in all things Baxter State Park, and build strong relationships with Park staff, partner organizations, donors, community leaders, and other key stakeholders.

Organizational Management (10%)

The Development Director will play a supporting role in managing the organization in close consultation with the Executive Director. The workload in this area be dynamic and varied. Tasks may include financial management, committee support, filling in for other FBSP staff members when needed, and other tasks as needs arise.

Qualifications and Experience:

We seek a positive, self-motivated professional with a passion for wilderness and exceptional people skills. A significant amount of skill and experience will be required to succeed in this position, but a growth mindset and positive attitude are even more important.

- Three years of relevant work experience, with a proven track record of nonprofit fundraising
- Familiarity with Baxter State Park and willingness to develop deep expertise over time
- Proven ability to connect with others over a shared love of the outdoors
- Excellent verbal, written, and digital communication skills
- Highest standards of personal and professional integrity
- Flexible, friendly, positive, outgoing, organized, and self-motivated
- Home office, mobile phone, internet access, and a reliable vehicle
- Ability to work independently and as part of a team, including remote work with limited supervision
- Ability to prioritize and manage a dynamic workload
- Willingness to travel statewide (mostly day / evening, with limited overnight travel)
- Strong computer skills, including MS Office, Google Suite, Zoom, and Adobe Creative Suite

Compensation:

This is a full-time position that offers a competitive salary and benefits. Starting salary \$60,000.

How to apply:

To apply, please submit a cover letter, resume, and contact information for three references to director@friendsofbaxter.org. Please use “Application – Development Director” as the subject line of your email. Applications will be reviewed on a rolling basis as they are received, with a deadline of December 15, 2024.

About Friends of Baxter State Park:

Friends of Baxter State Park strives to inspire passion for the Park’s wild character in the spirit of Percival Baxter. We promote exemplary use, natural resource stewardship, and a healthy Katahdin region to ensure the Park forever remains a refuge. We were founded in 2000 and have grown over the past 24 years into a trusted partner for Baxter State Park, as well as a positive force for youth and community development in the Katahdin region. We are a statewide organization with approximately 1,400 members and a home office in Belfast, Maine. We have a full-time Executive Director (based in Belfast), a part-time Membership Coordinator (based in Belfast), and a part-time Youth Programs Coordinator (based in Millinocket). Our key programs include advocacy, outreach, publications, scientific research, search and rescue support, volunteerism, the Maine Youth Wilderness Leadership Program, and the Baxter Youth Conservation Corps. Learn more about our mission and programs at www.friendsofbaxter.org.

Friends of Baxter State Park is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected factors.