



The Maine Women's Fund was founded in 1989 on the principle that when women and girls thrive, the whole community prospers. The Fund's mission is to transform the lives of Maine women and girls through strategic grantmaking, community engagement, and support to nonprofits effecting social change. It is the only foundation in Maine focused exclusively on increasing women and girls' economic security. Since its inception, the Fund has given more than \$1.7 million to nearly 200 organizations. The Maine Women's Fund is consensus driven, and encourages all staff, board, donors and volunteers to contribute insights and ideas.

### **Development Coordinator**

The Maine Women's Fund seeks an energetic and driven team member to assist with fundraising activities. Based in Portland, the Development Coordinator will be responsible for assisting with a capital campaign, overseeing annual giving and event planning. This position reports to the COO, works closely with the CEO and all staff, and is a 20-hour/week (hours flexible over 3-5 days/week), salaried position. Start date: July 1.

#### **Responsibilities**

- Coordinate logistical aspects of planning and executing a capital campaign.
- Oversee annual individual and corporate giving efforts in collaboration with COO.
- Manage logistics for annual special event as well as for ongoing cultivation and fundraising events.
- Provide staff support for several volunteer committees, including development of agenda and materials and tracking volunteer assignments.
- Contribute to strategy development for cultivation and other donor and prospect engagement.

#### **Required Skills and Experience**

- 2+ years experience fundraising for nonprofits. Capital campaign experience preferred.
- Experience managing and coordinating volunteers and event logistics.
- Excellent verbal and written communication skills.
- Superior attention to detail.
- Exceptional ability to organize, prioritize and manage multiple tasks and projects.
- Bachelor's degree.
- Proficiency in Word and Excel; knowledge of Raiser's Edge or similar database systems preferred.
- Occasional night and weekend work.

#### **To Apply**

Please email a cover letter and resume to Lauren Dietlin, Chief Operating Officer, at [lauren\[at\]mainewomensfund.org](mailto:lauren[at]mainewomensfund.org). Application review will begin on Friday, May 24<sup>th</sup> and continue until the position is filled. Applications and inquiries will be held in the strictest confidence. **No phone calls please.** EOE