Development Coordinator

The non-profit Cathance River Education Alliance (CREA), based in Topsham, Maine, uses the 235-acre Cathance River Preserve and its off-grid Ecology Center to provide experiences that engage and connect people of all generations with nature. CREA’s programming includes community nature activities and talks for all ages, in-school and field programs for K-12 students, teacher professional development and school collaborations, and summer youth camps. At heart, we seek to offer experiences in nature to enhance individual wellbeing, community quality of life, and ecological health. Our programs reach an estimated 4,000 people each year.

The Cathance River Education Alliance (CREA) seeks an enthusiastic self-starter to lead a two to three-year fundraising campaign to establish a permanent fund. The successful candidate will work closely with CREA’s board members and development specialists to build relationships with donors, staff and volunteers. The development coordinator reports to the Executive Director (ED) and works closely with the ED and Board of Directors in all development and fundraising endeavors.

QUALIFICATIONS:

• Embraces the mission of CREA.
• Superb organizational, verbal, written and interpersonal skills.
• “Self-starter” with desire to get out of the office and build external relationships.
• Positive attitude, showing concern for people and community, demonstrating presence, self-confidence, common sense and good listening ability.
• Effective time manager.
• Motivates staff, board members and other volunteers to do their best.
• A bachelor's degree and documented experience in other leadership positions.

JOB RESPONSIBILITIES:

I. Coordinate the establishment of a permanent fund by the end of three years via,
• Seeking out, meeting, and recognizing prospective donors and supporters.
• Directing fundraising drives.
• Spearheading fundraising via special events.
• Regularly making public appearances to share information about the CREA with the community

II. Administer additional development projects, including,
• Overseeing the fundraising database and tracking systems
• Assisting with the creation of publications to support fund raising activities.
• Coordinating research into grant and donor prospects.
• Laying the groundwork for a planned-giving program.
• Directing an annual appeal program, including mailings and annual fundraising drives

SALARY/BENEFITS:
Competitive/commensurate with experience and other qualifications

APPLICATION:
E-mail resume and cover letter to director@creamaine.org by November 2.