

# MaineCF Job Posting

## Position: Director of Donor Engagement



### Who We Are

MaineCF's mission is to bring people and resources together to build a better Maine. We hold assets of more than \$800 million and work across the state with donors, nonprofits and other partners to address the needs of all Maine people through grantmaking, community leadership and investments. Our 50+ employees work from our main office in Ellsworth, a second office in Portland, and remote locations throughout the state. We have a commitment to equity and expect all staff will use equity to inform their work with us. Please learn more about us by visiting our website: [www.maineecf.org](http://www.maineecf.org).

### Position Summary

The Director of Donor Engagement is primarily responsible for managing a portfolio of key and high net worth donors, while developing and executing multiple strategies to engage all donors with advised funds in their philanthropic activity with the Foundation and in Maine. This position fosters collaboration internally and externally, to provide exceptional donor engagement activities for fund holders. Successful results include donor retention and fund growth, increased giving to the Foundation and in Maine and strong customer satisfaction.

### Essential duties and responsibilities:

- Donor Stewardship and Engagement work (70%)
  - Work closely with the VP of Donor Engagement to develop a comprehensive and best-practice annual donor engagement and stewardship plan, reflective of MaineCF's donor-centered values.
  - Work cross departmentally to advise on alignment of stewardship activities with donor interests and institutional priorities.
  - Manage a portfolio of approximately 65 fund holders whose capacity and inclination are high and aligned with organizational priorities.
    - Provide high quality service and stewardship to donors, including philanthropic advising and supportive grantmaking.
    - Build and maintain strong relationships with key donors, fostering ongoing engagement activities, aimed at deepening partnerships and expanding giving in Maine.
  - Be responsible for leading select donor engagement events and activities, including our online grantmaking portal and Giving Together experience.
- Management (30%)
  - Lead a small team of donor engagement officers by providing direction, supervision, training, skills-building, and best-practices related to ongoing engagement. Successful results may include increased grantmaking, alignment with MaineCF's strategic initiatives and monetary additions by fundholders. Work may also result in new, expanded or institutionally aligned bequests through proactive donor conversations.
  - Perform the duties of a department manager, including interviewing, hiring, scheduling, training, supervising, evaluating, recognizing and coaching direct reports, setting employee goals and objectives, resolving employee issues, and ensuring compliance with the Employee Handbook and related personnel policies.

## **Qualifications needed for position:**

The following are required for this position:

- Experience leading teams responsible for donor/customer services and outreach, in particular with high-net-worth individuals
- Maintain or develop a working knowledge of the state, organizations and issues impacting the quality of life for communities in Maine
- Excellent communication, critical thinking, interpersonal, and team skills
- Demonstrated ability to work with diverse groups and individuals
- Well-organized, self-motivated, can-do attitude
- Willingness and ability to travel within Maine
- Willingness and ability to attend meetings and events outside regular work hours as needed
- Minimum 8 years related work experience

## **Schedule and Location**

- This is a full-time, hybrid position (2 days in office, 3 days remote), based out of our Portland or Ellsworth office
- Candidates must live in Maine or establish Maine residency within three months of hire

## **Compensation and Benefits**

- Salary range of \$100,000-115,000k annually, based on experience and qualifications
- Health, Dental, and Vision Insurance, 100% employer-paid premium for individual coverage
- Employer-paid short-term disability, long-term disability, and term life insurance
- 401(k) retirement plan with a 6-9% company contribution vested immediately
- 21 paid days off per year (increases with tenure)
- 13 paid holidays per year
- Parental leave
- Employee Assistance Program (EAP)
- Wellness benefit
- Free parking

## **Our Hiring Process and Timeline**

This is a rolling deadline. We will review resumes as they come in. If you are interested in the position, please apply as soon as possible. To apply, please submit a resume and cover letter that explain how your skills and experience fit this position to [resumes@mainecf.org](mailto:resumes@mainecf.org).

**For questions, please contact:** [resumes@mainecf.org](mailto:resumes@mainecf.org)