



Lake Stewards of Maine
DEVELOPMENT COORDINATOR
Part-time

POSITION ANNOUNCEMENT

Job Title: Development Coordinator

Employment Status: Part-time

Location: Auburn, Maine

Compensation: \$21-24/hour, partial benefits

Lake Stewards of Maine (LSM) works to protect Maine lakes and to promote lake stewardship through widespread citizen participation in the gathering and dissemination of credible scientific information pertaining to lake health.

Organizational Overview:

Lake Stewards of Maine (LSM) is a 501(c)(3) nonprofit organization dedicated to gathering data on lake health. For over 50 years, trained volunteers throughout Maine have donated their time so that we may all learn more about one of Maine's most beautiful and important resources — our lakes.

LSM trains, certifies, and provides technical support to hundreds of volunteers every year. These volunteers monitor a wide range of indicators for water quality, assess watershed health and function, and screen lakes for aquatic invasive plants and animals. LSM through our robust community science network provides a high percentage of the annual lake data for the state of Maine. This critical information is used by local, state, regional and national Environmental Protection Agencies for a wide range of purposes, including data and trend analysis, assessing the impact of climate change on lakes, and taking action to protect lakes that are threatened or impaired. Dedicated LSM community scientists have played a vital role in safeguarding the pristine water quality of Maine lakes, and have been responsible for the detection of new invasive aquatic species in our lakes, increasing the likelihood of their effective control and eradication. Additionally, LSM volunteers benefit their local lakes and broader communities by playing key stewardship and leadership roles.

Position Summary:

LSM is seeking a Development Coordinator to support the overall development and fundraising needs of the organization. This role requires a self-motivated, highly organized, and detail-oriented individual who is passionate about working to support the mission of LSM. This position will coordinate and manage all development activities as part of a multi-faceted team, including the Executive Director. The coordinator organizes and oversees the development systems, manages development appeals with individuals and businesses, and coordinates and executes fundraising events. This position is part-time, with a flexible schedule and a hybrid work environment.



Essential Responsibilities Include:

- Assist the Executive Director to execute a development plan.
- Collaborate with the Executive Director on all development needs, including nurturing relationships with existing and potential supporters, researching prospective new relationships, and preparation for donor meetings and events.
- Participate in a team-based approach to fundraising and donor engagement.
- Manage a CRM database (Little Green Light), including gift data entry and reporting, events and member tracking, and tracking tasks/assignments per donor.
- Ensure all gifts are accurately processed and donors receive timely acknowledgments.
- Coordinate all development-wide communications including email outreach, newsletters, appeal mailings, acknowledgement correspondence, and special notes.
- Assist in fundraising campaigns for individuals and businesses, and provide support to the Executive Director with grant applications and reports, as needed.
- Secure or assist in securing in-kind donations from businesses.
- Assist other staff in creating development content for LSM website and social media.
- Support volunteers with development activities, and attend Development Committee meetings, as needed.

Skills & Qualifications:

- Bachelor's degree and/or 2+ years of relevant experience in database management, administration support, and/or fundraising support.
- Passion for the organization's mission and vision.
- Strong organizational abilities, time management skills, and detail-oriented abilities.
- Excellent communication skills, both written and verbal.
- Flexibility and adaptability to navigate changes in priorities and projects in a dynamic nonprofit environment.
- Technology skills including proficiency with common software and web-based applications, Microsoft Office, and fundraising database software (Little Green Light preferred).
- Self-motivated and a collaborative team player.
- Ability to work evenings and weekends for events.

For Inquiries and TO APPLY: Send cover letter, resume, and contact information for three references, at least two of which are from supervisory professional associates. Submissions should be sent to stewards@lakestewardsme.org by **April 17th, 2024** and files should include the applicant's last name and first initial. Resume review will begin on April 18th. For any questions, please reach out to stewards@lakestewardsme.org.

Lake Stewards of Maine is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, national origin, genetics, disability, age, veteran status, or any other basis protected by law.