

## MAINE DEVELOPMENT FOUNDATION

Maine Development Foundation (MDF) is seeking a **Program and Advancement Specialist** who will help us ensure that our signature programs have the desired impact in our organizations and communities across the state of Maine. Together, our team members prepare and inform Maine leaders to help them meet the most difficult challenges we face. You can be part of the MDF team.

MDF provides leadership, trusted research, and creative cross-sector partnerships to enable Maine business, community, and policy leaders to drive Maine's long-term economic growth. Created in statute in 1978, MDF is a private, non-profit, non-partisan membership organization working with leaders statewide for sustainable growth. Our signature programs include *Measures of Growth* for the Maine Economic Growth Council, Leadership Maine, ICL Leadership Intensive, Policy Leaders Academy for the Maine Legislature, Adult Promise, Next Step Maine, the Forest Economy Project, and the Maine Downtown Center. More information is available at [www.mdf.org](http://www.mdf.org)

The **Program and Advancement Specialist** is responsible for coordinating and supporting multiple programs for MDF: fundraising; member and program participant communication; events ranging from breakfasts and workshops to the Annual Meeting; and MDF's leadership programs. The individual in this role works to ensure effective and professional delivery of programs and advancement functions (fundraising, communication and events).

**Reports to:** Vice President of Program Impact

**Supports:** Program Directors; Director of Communication and Engagement; CEO

### **Primary Duties & Responsibilities**

#### ***Program:***

Provide program support and, at times, direction for MDF's flagship programs, Leadership Maine, ICL Leadership Intensive, Policy Leaders Academy, Realize Maine and the Leadership in Action breakfast series; and as-needed support for other programs and/or initiatives.

1. Assume a lead support role for the Program Directors of each of the flagship programs.
2. Assume a lead role for the Leadership in Action breakfast series
3. Serve as a team member to ensure effective delivery of the programs through management of all program logistics.
4. Effectively engage and inform participants in each of our programs (working with Program Director).
5. Serve as one of the primary contact for participants.

#### ***Advancement:***

Manage events that engage MDF stakeholders – members, alumni and program participants; track and support campaigns for membership, dues, sponsorship and annual giving; and ensure MDF lead cultivators are informed and ready for stakeholder visits.

1. Assume a lead role in managing the Annual Meeting and coordinating all stake holder events for alumni, members and participants. This includes logistics, vendor / venue management, communication, registration and tracking.

2. Arrange campaign logistics – process, methods and assignments.
3. Regularly inform team members of the status of campaigns and next steps.
4. Manage the database to ensure that all gifts are tracked and assignments made for follow-up.

### **Abilities**

Requires the strong ability to:

1. Work with a variety of people in a fast-paced, complex team environment.
2. Organize and track multiple projects and tasks with a variety of timelines in project management software that engages and informs the entire team.
3. Establish and maintain effective working relationships with executives, staff, and public.
4. Maintain stakeholder, project, and program files and the database for the same.
5. Effectively communicate with a broad range of stakeholders - orally and in writing.
6. Create a wide range of correspondence and reports that support key functions, projects or events.
7. Attend to detail and accuracy while managing multiple tasks in a high volume work environment.
8. Plan, organize, and manage work priorities, while remaining flexible.
9. Work independently and make judgment calls where appropriate.
10. Think creatively to identify and resolve problems.

### **Requirements**

1. Understanding of and belief in MDF's mission.
2. Minimum of an associate's degree, bachelor's degree preferred.
3. A minimum of three years of increasingly responsible duties for advancement and / or program support.
4. Knowledge of and demonstrated experience using Microsoft programs, contact databases, graphic design software, website development, social media and applications.

### **Location**

MDF is based in Augusta, ME. Candidates must be able to work in Augusta and may travel to events. Intermittent, occasional at-home work days are an option after three months on the job.

### **Benefits**

MDF has an excellent record of providing competitive pay and benefits that include healthcare, short and long term disability, life insurance, 403(b), holidays, sick days, and vacation.

### **Pay Range**

Salary is commensurate with experience and ranges from \$42k to \$50k.

### **Application**

Send your resume and references to Jan Kearce, [jkearce@mdf.org](mailto:jkearce@mdf.org) no later than February 28<sup>th</sup>, 2018. The position will be open until filled. No phone calls please.