

**2021**

**Position Description:** Development Professional

**Effective Date:** TBD

**Reports To:** President & CEO

This is a full-time, year-round, salaried (exempt) position with Schoodic Institute at Acadia National Park. Our spectacular campus is located in the Schoodic District of Acadia National Park, in Winter Harbor, Maine. Alternative arrangements to work remotely will be considered for exceptional candidates.

### **About Schoodic Institute**

Schoodic Institute at Acadia National Park is a 501(c)3 non-profit organization and center for inclusive science, learning, and inspiration in a rapidly changing world. In close partnership with the National Park Service, we co-manage the Research Learning Center campus located within the Schoodic District of Acadia. We are passionate about observing and stewarding the natural world – we celebrate wonder, we ask questions, and we commit to solving problems together. We believe everyone deserves to contribute to science and be inspired by the natural world. To all who come to our beautiful campus, we provide outstanding amenities, service, and comfort.

### **Primary Responsibilities**

The Development Professional will work with the Board, President & CEO, and staff to refine and implement a comprehensive balanced fundraising program encompassing individual donors, foundations, and corporations. They must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative fundraising strategies. Key components of the plan will include goals, strategies, and timetables for Schoodic Institute's annual appeals, campaigns, specials events, capital gifts, endowments, planned giving, and matching gifts. A complementary focus is prospecting and tactics to build key relationships. The incumbent will manage the donor database, produce analytical and metrics-based reports, and interact with the Board. Furthermore, they will work with the team to develop internal and external communications for Schoodic Institute sent to donors, prospects, the media, event guests, and the local community.

We are a relatively young organization and there is much potential for growth in this position and in tandem for the Institute. We are looking for a candidate that best fits the organization and our mission and can adapt to the opportunities and challenges of advancing science, education, and stewardship for parks, people, and the planet. Schoodic Institute leads projects on a variety of scales, from those focused on our corner of the world in Acadia and with local communities to a project that spans the National Park System (Second Century Stewardship). The right person in this position will help shape Schoodic Institute's trajectory and ability to engage the next generation of learners and leaders. Work with us and make science and nature available, relevant, and inclusive.

### **Essential duties and responsibilities:**

- Refine and coordinate strategies for growing revenue from individual donors, foundations, and corporations locally, regionally, and nationally.
- Cultivate and maintain relationships with individual, foundation, and corporate supporters.
- Manage fundraising campaigns, including the annual appeal and collaborate with staff on subject-specific efforts (e.g., bird-, intertidal-, and education-themed appeals).
- Manage the donor database with detailed accuracy and analyze data to inform development efforts.

- Conduct strategic research on prospective supporters.
- Process donations and prepare acknowledgement letters and other donor-related correspondence.
- Assist in grant writing, managing submissions, and reporting.

**Required Skills and Knowledge**

- At least three years of successful and effective experience in development and non-profits.
- Ability to develop strategic work plans and analyze and utilize data
- Must have strong computer skills with proficiency in donor database management. WordPress, Adobe Creative Suite, Mail Chimp, and Google office suite are preferred.
- Excellent organizational and interpersonal skills with attention to detail and accuracy
- Excellent track record in managing projects and working with various team members to accomplish common objectives within a deadline
- Bachelor's degree (B.A. or B.S.) or equivalent preferably in journalism, marketing, communications, science, education, or a related field.

**Salary and Benefits**

Compensation is commensurate with experience and includes health insurance, retirement savings, life insurance, as well as paid vacation and PTO.

Schoodic Institute at Acadia National Park is an Equal Opportunity Employer.