



**Job Title and Description:** Development Director

**FLSA Status:** Full-time, Salaried Exempt

**Supervisor:** President and CEO

**Work Location:** Winter Harbor, Maine. Hybrid schedule with flexibility for partial work from home. This position requires a regular on-site presence on our campus in Winter Harbor and at community events, especially during summer months, as well as regular local and regional travel to meet with donors and funders.

### **Primary Responsibilities**

The Development Director is responsible for advancing a comprehensive fundraising program to help achieve Schoodic Institute's overall mission and goals in conservation science, outdoor education, and campus infrastructure.

The Development Director works closely with the President & CEO, Board of Directors, staff, and partners to lead on fundraising initiatives and campaigns with an emphasis on individual donors and foundations. The Director supervises a small and growing team, and works with them to ensure successful donor communications, appeals, campaigns, events, cultivation, and stewardship of our growing donor base.

The Director will build strong relationships with existing and prospective donors, with an emphasis on major gifts. Our desired candidate is enthusiastic, experienced, well-spoken, and will represent the Institute in one-on-one meetings and small gatherings with major supporters.

We are actively expanding our reach and impact – join us to create a better future for parks, people, and the planet!

### **Duties**

**Strategy and Annual Work Plan:** Develop and implement a comprehensive fundraising plan to secure financial support from individuals, foundations, and corporations. Our 2026 philanthropic support goal is \$1.5 million, with increasing fundraising requirements in future years to support infrastructure and program needs.

**Collaboration and Supervision:** Collaborate closely with President and CEO, Board, and program staff to align fundraising efforts with the organization's strategic goals and program needs. Directly supervise the Marketing and Design Manager and identify additional development staffing needs. Serve as the lead staff liaison on the Board Development Committee.

**Major Gift Fundraising:** Develop and implement major gift fundraising strategy to secure substantial financial support. Research and identify prospective donors and maintain a robust pipeline to solicit major and planned gifts, foundation, and individual support with the capacity to contribute more than \$5,000 annually.

**Annual Campaign:** Work with staff to implement a robust set of activities to sustain and grow our base of annual support including annual Spring and Fall Appeals, events, marketing, and communications to current and prospective donors.

**Cultivation, Engagement, and Stewardship:** Build strong and lasting relationships with current and potential major donors through personalized communication, meetings, events, and other engagement activities.

**Campaign Management:** Work with Board, staff, and external consultants on the development of major multi-year campaigns to support campus infrastructure, science and education programs, fellowships, and endowment.

**Event and Community Participation:** Represent Schoodic Institute at events and conferences to engage with potential major donors and funders. Participate in point-of-entry events such as house parties.

**Leadership:** Serve as a member of Schoodic Institute's staff leadership team to help guide organizational strategy, and provide guidance in the areas of development and nonprofit management. Lead the staff communications team and provide staff with guidance on fundraising strategies and tactics applicable to their work.

**Continuous Learning:** Stay informed about trends in philanthropy and nonprofit management to enhance development strategies and organizational best practices.

### **Required Skills and Knowledge**

- 10+ years of a strong fundraising background; experience securing major gifts
- Proactive relationship management with donors, grantors, board, staff, and volunteers
- Excellent track record in managing fundraising programs and initiatives; history of securing six-figure+ gifts
- Proficiency in using and managing databases (CRMs)
- Superior verbal, written, and interpersonal communication skills and ability to establish meaningful rapport with a wide range of constituents
- Ability to serve as an enthusiastic spokesperson for the organization and exhibit a high level of comfort with public speaking
- Strong analytical and problem-solving skills to address challenges and find effective solutions
- A commitment and adherence to ethical fundraising practices
- Ability to work under deadline pressure as well as some evenings or weekends at events
- Familiarity with grant application processes, including writing proposals, preparing budgets, and reporting requirements
- Computer skills required: Word, Excel, PowerPoint, and Google Suite
- Bachelor's degree (B.A. or B.S.) or equivalent from a four-year college or university or combined education and work experience

## **Physical Effort**

This position requires the ability to work on a computer for long periods of time and to move back and forth around the Schoodic Institute campus in a timely manner for meetings, tours, and events.

## **Salary and Benefits**

This is a full-time position with Schoodic Institute at Acadia National Park in Winter Harbor, Maine. Starting pay is commensurate with experience (\$90,000 - \$120,000) with potential for an annual bonus. Schoodic Institute offers a generous employee compensation package including: health insurance, retirement savings with up to a 3% match, paid vacation (starting at 120 hours per year), 11 paid holidays, and personal/sick leave (96 hours per year), employer-paid basic life insurance, monthly cell phone allowance, and professional development opportunities.

## **To Apply**

Please send a resume and cover letter in PDF format to [search@schoodicinstitute.org](mailto:search@schoodicinstitute.org) with the subject line "Development Director".

**Application Deadline:** Applications are reviewed on a rolling basis and will continue until the position is filled.

## **About Schoodic Institute**

A 501(c)3 nonprofit organization, Schoodic Institute at Acadia National Park is a science and education partner of the National Park Service. Our mission is to be a center for inspiring science, learning, and community for a changing world. We lead and support science to understand and respond to rapid environmental change in Acadia and beyond. Our goal is to be a national leader in research and education that inspires environmental stewardship and fosters bright futures for parks, people, and the planet. From our campus located within the Schoodic District of Acadia National Park in Downeast Maine, we engage learners of all ages in the science and solutions to a rapidly changing environment. Our year-round campus includes classrooms, laboratories, meeting spaces, and a modern 124-seat auditorium surrounded by protected shorelines and thousands of acres of spruce-fir forest. Campus infrastructure enables us to convene and host public events, and provides an inspirational setting for education and art programs, workshops, and conferences.

Schoodic Institute is committed to excellence in conservation science, education, and hospitality. We pride ourselves on a highly collaborative environment built on professional respect and mutual support. We maintain a workplace free from bullying and harassment. Team members are encouraged to share ideas, enthusiasm, and knowledge. We prioritize a cohesive team environment. Schoodic Institute is an Equal Opportunity Employer.