

**Friends of Acadia**  
**Development Assistant, Donor Services**  
**Bar Harbor, Maine**  
[www.friendsofacadia.org](http://www.friendsofacadia.org)

Friends of Acadia seeks a seasonal development assistant for the 2014 summer season. Works with the Director of Development, manages rsrvps and event logistics, performs data entry, prepares for meetings, answers phones. Serves as a primary contact for visitors, members and inquiries. Raiser's Edge experience preferred and computer proficiency a must.

Schedule: Seasonal, full-time position; May 12 through September 5; 40 hours per week; some weekends and evenings.

**Main Duties:**

- Process gifts and maintain constituent records in the Raiser's Edge donor database
- Manage file system
- Assist with membership and annual giving solicitations
- Assist with annual events including the annual benefit, program and donor events, and other special occasions
- Other duties as assigned

Qualifications: Experience with Raiser's Edge database preferred. Proficiency using Microsoft Office and Windows operating system. Interest in fundraising and familiarity with Acadia National Park are a plus. Ability to sit for a number of hours at a computer, ability to lift 20 pounds, good communication skills, sense of humor, ability to work well under pressure with multiple projects and deadlines.

Requirements: Valid Driver's License. Applicants will be expected to use their own automobile and will be reimbursed for mileage beyond their daily commute to the Friends of Acadia office in Bar Harbor.

Wage: \$15.00/hr. Pay period: Every two weeks. Housing: Applicants will be expected to find their own housing on or near Mount Desert Island. Benefits: Positive work environment. Automatic paycheck deposit. Non-smoking office. Acadia National Park at your door. Great experience doing meaningful work for a mission that counts. Equal opportunity employer.

Reports to: Lisa Horsch Clark, Director of Development

Send letter and resume, preferably via email, to: [sarah@friendsofacadia.org](mailto:sarah@friendsofacadia.org). Or surface mail to: Development Assistant Search, c/o Sarah Curts, Friends of Acadia, P.O. Box 45, Bar Harbor, ME 04609.

Application deadline: April 22, 2014

Website: [www.friendsofacadia.org](http://www.friendsofacadia.org)

*Friends of Acadia is an independent nonprofit organization, founded in 1986. Its mission is to preserve the outstanding natural beauty, ecological vitality and cultural distinctiveness of Acadia National Park and the surrounding communities. Since 1986, Friends of Acadia has granted over \$20 million for park and community conservation. The organization has 3,574 members, and makes possible the employment of more than 130 workers directly serving Acadia National Park.*