

4/16/2014
Friends of Acadia
Senior Development Officer, Major Gifts and Events
Bar Harbor, Maine

The Senior Development Officer is a new position at FOA, created to work closely with the FOA director of development, president, development staff, board, and volunteers to identify, cultivate, solicit and steward major gift donors and prospective donors. This is an exciting opportunity for a full-time, detail oriented, self-motivated fundraising professional who believes in the mission of Friends of Acadia.

Primary Responsibilities:

1. Manage a portfolio of 100 major gift prospective donors, providing identification, cultivation, stewardship, and solicitation through personal visits, telephone calls, written proposals, and other communications
2. Interact easily and well with major donors and also in collaboration with the director of development, president, and board members
3. Work with director of development in setting and achieving personal fundraising goals
4. Be responsible for raising current use, endowment, and capital support at the five to seven+ figure level from individuals
5. Compose fundraising proposals and write occasional fundraising copy, ads, and articles for the Friends of Acadia Journal and website
6. Assist with event planning, primarily the Annual Friends of Acadia Benefit Auction and cultivation and stewardship events
7. Assist with volunteer committee management
8. Build, cultivate, and strengthen FOA's brand, reputation, and relationships throughout the community and within the Park Service by being a trusted representative of the organization in public forums, partner meetings, and personal interactions of all kinds
9. Advise director of development and perform other duties as requested.

The above responsibilities will require strong organizational and interpersonal skills to manage diverse interests and multiple responsibilities. Past success in closing large gifts and working collaboratively with various groups is a prerequisite for this position, as are strong judgment skills, a good sense of humor, and the ability to thrive in a fast-paced department.

Applicants must have a bachelor's degree and at least three years of relevant experience. Capital campaign experience is preferred and familiarity with Raiser's Edge is a plus. Travel is required.

The Senior Development Officer position is a salaried, year-round position with the need for occasional weekend and evening work. FOA offers a competitive compensation package, values diversity in the workplace, and does not discriminate in any way in its hiring decision.

If you are interested in being considered for the Friends of Acadia Senior Development Officer position, please send a cover letter and resume by April 30, 2014 to:

Search Committee – Senior Development Officer, Major Gifts and Events
Friends of Acadia
PO Box 45
Bar Harbor, ME 04609

Electronic applications are encouraged; please email the above written materials saved as a PDF to sarah@friendsofacadia.org and note Senior Development Officer Search Committee in your subject line.

Friends of Acadia is an independent nonprofit membership organization, founded in 1986. Our mission is to preserve the outstanding natural beauty, ecological vitality and cultural distinctiveness of Acadia National Park and the surrounding communities. We accomplish this mission through a combination of philanthropy, volunteerism, advocacy, and program innovation, thanks to a dedicated staff and board, and the support of thousands of members and volunteers.

Since 1986, Friends of Acadia has granted \$20 million for park and community conservation. The organization has 3,725 members, and makes possible the employment of more than 162 workers directly serving Acadia National Park.

