



Development and Communications Coordinator

Job Announcement

The 30 Mile River Watershed Association (30 Mile) is a small, environmental nonprofit organization based in Farmington and Mt. Vernon, Maine. Our mission is to work as a community for clean and healthy lakes, ponds and streams in our watershed. Our organization is growing rapidly, and we're looking for an organized, enthusiastic and detail-oriented individual to provide key support to our Development and Communications efforts. This is currently a part-time position (20-30 hours/week) that may grow in the future.

Major Responsibilities:

DEVELOPMENT

- Perform administrative back-office functions to support Development activities
- Serve as primary fundraising database administrator (Little Green Light)
 - Maintain donor records
 - Acknowledge donations with email and printed letters
 - Create reports and analyze data to inform fundraising strategies
 - Record interactions between solicitors and potential donors
- Serve as liaison between Development and other programs
- Coordinate production and mailing of semi-annual direct mail campaigns
- Manage donor stewardship to show appreciation for and maintain connections with donors and volunteers
- Support Executive Director and Capital Campaign Committee with campaign events, cultivation and solicitation efforts
- Coordinate business sponsorship requests
- Assist with grant proposal research and preparation
- Assist with donor prospect research
- Support Executive Director as needed with other fundraising activities

COMMUNICATION & EVENTS

- Manage social media pages (Facebook/Instagram) and create content in collaboration with other staff
- Assist in managing website and posting new content

- Coordinate creation of monthly electronic newsletter, with content and design support from staff, and manage newsletter email lists
- Coordinate special event planning and execution with volunteer/staff team, including the Annual Paddle Trek
- Manage submission of articles for town and lake association newsletters
- Create and distribute press releases
- Organize documentation of events and programs
- Coordinate creation and distribution of welcome packets to new landowners, working with staff and volunteers
- Distribute event-related marketing materials
- Respond to general email inquiries

Qualifications:

- Bachelor's Degree preferred
- Strong attention to detail and outstanding organizational skills
- Excellent written and verbal communication skills
- Ability to work collaboratively, independently, and efficiently while effectively prioritizing a variety of tasks and projects simultaneously
- Skill with database management
- Experience using social media to promote an organization
- Experience and proficiency with a variety of software and platforms, including Google Suite, Microsoft Office, Constant Contact, Wordpress and donor databases. Flexibility and ease with learning new software
- Willingness to support colleagues and jump in at all-hands-on-deck moments
- Love of our lakes and a passion for environmental stewardship

Work Location:

30 Mile's offices are currently in Farmington, Maine, but moving to Mount Vernon, Maine this summer. We work via a flexible, hybrid model, with staff splitting time between the office, home and the field as their roles demand. This position requires occasional nights and weekends. This position will report to the Executive Director.

Compensation:

The wage for this part-time position (20-30 hours/week, year-round) is \$19-22/hour with generous paid time-off, matching Simple IRA contributions, and mileage reimbursement. There is potential for the position to expand in the future, depending upon funding and candidates interest and experience.

How to Apply:

Interested candidates should email a cover letter and resume (as a single PDF file) to Lidie Robbins, Executive Director, at lidie@30mileriver.org. We are looking to fill this

position as soon as possible. Applications will be reviewed on a rolling basis until the position is filled, beginning on February 5th.