



## Community Engagement & Development Coordinator

### About the 30 Mile River Watershed Association

The 30 Mile River Watershed Association is a well-established and growing nonprofit organization in Central Maine with the mission to work as a community for clean and healthy lakes, ponds, and streams in our watershed. This includes 25+ lakes and ponds, and many streams in 89 square miles spanning from New Sharon to Monmouth.

We're looking for a Community Engagement & Development Coordinator to help strengthen and grow our connections across the watershed. This role blends community outreach, relationship-building, and behind-the-scenes coordination to keep our fundraising and engagement efforts running smoothly. You'll be part of a small, collaborative team. The ideal candidate is organized, detail-oriented, tech-savvy, collaborative, and a good communicator. Candidates should be equally comfortable greeting volunteers and tracking donor activity in our database.

### Responsibilities

- Plan and coordinate community events, trainings, and programs—creating welcoming experiences that connect people to our mission and recruit and retain new volunteers.
- Build and maintain strong relationships with volunteers, donors, and community partners through consistent communication and follow-up.
- Coordinate public-facing communications, including the monthly e-newsletter, social media, and website updates, ensuring our community stays informed and inspired.
- Support the annual fundraising plan and development calendar by tracking key dates, sending reminders, organizing internal systems, and helping the team stay on target to meet fundraising goals.
- Maintain and manage our donor database (Little Green Light), keeping records accurate and up-to-date, entering gifts, tracking donor activity, and building accurate reports, while helping us better understand and engage our supporters.
- Draft and send donor acknowledgments, and support stewardship efforts to strengthen donor relationships.
- Coordinate fundraising appeals and capital campaign activities, track fundraising progress, and support committee meetings.
- Assist with grant research, tracking, and submissions, with potential to grow, adding writing responsibilities.

- Lead, coordinate or support other projects and initiatives as needed. We're a small team, and we all pitch in. Additional projects and duties will arise, and we're looking for someone who's ready to roll up their sleeves and jump in.

## Qualifications

We're looking for someone who enjoys connecting with people, brings strong project coordination skills and attention to detail, and feels energized by community-driven work. The ideal candidate will bring:

- At least three years of relevant experience, ideally in fundraising, event management, or community engagement (nonprofit experience is a plus)
- Bachelor's degree or equivalent combination of education and experience
- An ability to build relationships, communicate and collaborate effectively with colleagues, donors, volunteers, partners, and community members
- Experience managing projects, timelines, and internal communications
- Familiarity with donor databases (in particular Little Green Light)
- Excellent written and verbal communication skills, adaptable to different audiences
- Strong organizational skills with high attention to detail and a keen awareness of deadlines and priorities
- Proficiency with Google Workspace and Microsoft Office; quick to learn new tools and systems
- A self-starter mindset with the ability to take initiative and work independently with limited supervision
- A positive attitude, collaborative spirit, and genuine enthusiasm for working as part of a small, mission-driven team
- Willingness to pitch in during all-hands-on-deck moments and support a small, nimble team
- Passion for 30 Mile's mission and a genuine interest in helping us grow our impact

## Work Environment and Compensation

The Community Engagement & Development Coordinator reports to the Executive Director. This is a full-time, salaried position based in 30 Mile's newly renovated building in picturesque Mount Vernon Village, overlooking Minnehonk Lake. Salary is commensurate with experience, ranging from \$45,000-\$50,000. Benefits include health insurance, matching retirement, Employee Assistance Plan, mileage reimbursement, flexible schedule, and generous paid time off.

## Application Process

Interested candidates should submit a resume and cover letter, as one PDF, to [lidie@30mileriver.org](mailto:lidie@30mileriver.org) and be prepared to provide references upon request. Applications will be reviewed on a rolling basis until the position is filled.