



Job Description – Development Officer

Summary: The Development Officer is an integral part of Maine Farmland Trust’s Engagement team. This position is responsible for developing strategies for the cultivation, solicitation, and stewardship of donors, with a focus on donors and prospects whose giving totals \$1,000 or more annually or who have planned gifts to support Maine Farmland Trust. This person will help to strengthen donor relationships and fundraising systems within the organization and will participate in other fundraising activities in support of the Engagement team’s overall goals and workplan.

Reports to: Director of Engagement

Responsibilities: Supports the overall mission and vision of Maine Farmland Trust through:

- **Donor Development:** Work in partnership with the Director of Engagement, President & CEO, and other members of the Engagement team to help MFT donors and prospects accomplish their philanthropic goals and ambitions through a strong, consistent, and mutually beneficial relationship with our organization. Identify, cultivate, solicit, and steward major and planned gift donor relationships; manage an active portfolio of 100-125 donors and prospects. Lead each step of donor cultivation, including identification, qualification through research, relationship-building, briefing, request for support, follow-up, stewardship, and recognition. Develop individual donor strategies, along with materials, to renew and upgrade outright and planned gifts.
- **Development Communications:** Work closely with the Director of Engagement to plan and execute project-specific campaigns (e.g. Clarry Hill Giving Day) annually, as appropriate, to raise funding for specific projects or initiatives. Coordinate with Grants Officer on proposal development and potential funders. Collaborate with team members, as appropriate, to create written development materials (appeals, brochures, impact reports, annual report, etc.).
- **Donor Engagement:** Plan and organize donor engagement activities for high-level donors to showcase Maine Farmland Trust and its programs, priorities, and strategic plans. Participate in and leverage activities such as membership and outreach events, annual meeting, etc.
- **Grant Support:** Will develop and submit philanthropic grant applications, as appropriate and based on portfolio. Works with Grants Officer to coordinate and assist in developing “hybrid” grant applications that straddle philanthropy and sponsored grants. Development Officer will work closely with the Assistant Director of Finance and Administration to create grant budgets that are in line with organizational revenue needs.
- **Data Management:** Maintain high integrity of data collection systems used to track and cultivate donors and prospects, including MFT’s donor database and wealth screening tools. Track and report progress using specific metrics.

- **Work plan and Strategic Plan Implementation:** In coordination with the Engagement team and supervisor(s), develop and execute an individual annual work plan. Support strategic planning by in engaging as requested by the Director of Engagement.
- **Engage Organizational Leadership:** Strategically mobilize MFT Staff leadership, Board of Directors, and volunteers, in partnership with other Engagement staff. This includes, but is not limited to, joining and contributing to prospect review meetings, supporting Development Committee members through meeting participation and follow-up, and connecting with MFT's program staff to enlist their help in cultivating donor and prospect relationships.
- **Equity and Inclusion:** Participate in education and trainings offered to staff with respect to the Equity and Inclusion Impact Area of MFT's Strategic Plan.
- **MFT Ambassador:** Be an ambassador for MFT, make a commitment to fostering the future of farming in Maine, and reach out consistently to help build MFT's reputation and donor/membership base.

Desired Qualifications:

Candidate must not possess all qualifications and skills to be considered. Comparable experience is accepted, and MFT can provide tools and training necessary to ensure the right candidate has qualifications necessary to complete required tasks.

- Demonstrated fundraising experience, including securing major gifts from donors, corporations, foundations, and/or other private funding sources; at least three to five years of experience.
- Ability to efficiently manage portfolio of donors and generate significant number of contacts and visits.
- Exceptional interpersonal skills and the ability to listen actively and communicate effectively in writing and in person; ability to build rapport and develop effective relationships with others and to work well with a wide variety of people
- Excellent writing and editing skills; ability to understand, interpret, and synthesize complex programmatic information
- Ability to manage complex tasks and oversee numerous assignments simultaneously while working with minimal supervision; foster effective working relationships within a team environment
- Ability to provide own transportation and willingness to travel throughout Maine to visit donors in their homes and communities and to work occasionally on evenings and weekends
- Commitment to contributing to and promoting a positive work environment
- Commitment to diversity, equity, justice, and inclusion
- Commitment to fostering the future of farming in Maine
- Proficiency with Microsoft Office Suite and donor software; experience with graphic design software, such as Adobe Photoshop and InDesign
- Past experience in a conservation, natural resource, or farm desirable, but not required

Maine Farmland Trust is committed to providing equal access and equal employment opportunities in all terms, conditions, processes, and benefits without regard to race, color, religion, sex, gender identity, gender expression, sexual orientation, age, size, national origin, disability, familial status, marital status, or any other protected characteristic as established by law and will consider all qualified candidates for employment without regard to those characteristics. MFT strives to foster an inclusive workplace, and people from diverse backgrounds, including those traditionally underrepresented in agricultural leadership, are encouraged to apply. MFT is an Equal Opportunity Employer.

Employee initials: _____ Supervisor initials: _____

V. January 2024