

**Position Title:** Director of Development

**Reports To:** Executive Director

**Location:** Scarborough, Maine

**Job Type:** Full Time

The Director of Development's primary responsibility is to manage and implement the organization's strategic development plan including planning, executing, and evaluating fundraising and outreach activities for the organization. Additionally, the Director of Development will promote and execute our annual fundraising initiatives and events. The Development Director will work closely with the Executive Director, the Board and volunteers to enhance and support the overall mission of the organization and to assure that ample philanthropic funds are generated. The position will be based at our Scarborough location with occasional travel to our Portland Gear Hub locations in Portland. Some evenings and weekend hours are required.

### **Organizational Overview:**

Ketcha Outdoors is a year-round non-profit outdoor education organization delivering innovative programs in southern Maine with a mission to provide kids of all ages with deep connections to the land, a vibrant community, and the confidence to create their sense of place in the world. Our extraordinary location in Scarborough, Maine has 107 acres of forest, fields, and farm tucked between the seashore and the salt marshes and has been in operation at this location since 1964. Ketcha Outdoors has an ACA accredited summer day camp, a nature-based Farm and Forest Preschool, and after school and vacation camps. Ketcha Outdoors is a licensed child care facility and summer camp. We have an off-season staff of 35 and a summer staff of up to 140.

Additionally, we operate the Portland Gear Hub, a full-service outdoor gear store in the East Bayside neighborhood of Portland. The Portland Gear Hub refurbishes donated bikes and outdoor equipment in order to increase equitable access to affordable, reliable gear and lower the barrier of entry for those interested in outdoor recreation and/or sustainable transportation. The Portland Gear Hub's eight full-time staff and volunteers also provide free and low cost bicycle maintenance classes for youth and adults, and through programs like Bikes for All Mainers, provide hundreds of refurbished bicycles to individuals and families annually.

### **Lead fundraising activities**

- Develop and execute a comprehensive organizational fundraising plan.
- Develop and maintain ongoing relationships with major donors, trustees, and friends.
- Establish and maintain complete and accurate tracking processes & systems to cultivate, acknowledge, and communicate with past, current and future donors.
- Establish goals and strategies for appropriate growth of all fundraising activities to support long-term sustainability and growth of Ketcha Outdoors, including:
  - Annual fund
  - Major donors
  - Sponsorships
  - Government and Foundation grants
  - Endowment
  - Planned Giving
  - Corporate memberships and sponsorships

- Events - donor & volunteer engagement/fundraising and fundraising
- Conduct prospect research
- Develop and track proposals and produce reports for all applicable funders
- Assist Leadership in building upon our donor cultivation strategies to strengthen relationships with new and current donors.
- Meet annual fundraising goals set with ED during budgeting process
- Coordinate messaging and development work between Portland Gear Hub and Scarborough locations
- Serve as staff advisor to the Board Advancement committee
- Lead Capital Campaign preparation and implementation
- Other duties as needed to help the organization reach its annual goals.

### **Audience Development**

- Work with department leaders to develop and oversee Ketcha Outdoors communications and marketing plan.
- Establish institutional branding and produce annual reports, annual appeals, and program invitations.

### **Knowledge/Skill Requirements:**

- At least 3 years' experience in nonprofit development.
- Exceptional attention to details, well organized, focused and goal oriented, with a high level of initiative, energy, and problem-solving skills.
- Excellent written and oral communication skills and ability
- Ability to create, execute, support, and oversee a comprehensive donor acknowledgement and recognition plan.
- Prior experience in database management required; Bloomerang experience preferred.
- Ability to maintain a high level of confidentiality.
- Ability to work independently and as part of a team.
- Commitment to the value of diversity with respect to gender, race, age, socio-economic level, sexual orientation, and religion.
- Proficient in the use of Microsoft Office or Google Suite programs
- Must be a team-player, enthusiastic, and a poised professional
- Experience with capital campaign planning and execution preferred

**Compensation:** Salary range between \$75,000-\$85,000 depending on experience, combined with a comprehensive benefits package.

### **Benefits:**

- 80% employer-paid health insurance plan
- 100% employer-paid dental and vision plan
- 20 paid vacation days and 10 paid holidays
- Simple IRA plan with a 3% match when criteria are met
- Staff discounts on Ketcha programming

Ketcha Outdoors is an equal opportunity employer. Due to the vulnerable nature of the people we serve we require a significant background check process, fingerprinting and vaccination/boosters for COVID-19.