



Position Title: Director of Development

Reports To: Executive Director

Work Location: In person, Scarborough, Maine

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Job Type: Full Time, 40 hours

The Director of Development's primary responsibility is to manage and implement the organization's strategic development plan, which includes planning, executing, and evaluating fundraising and outreach activities for the organization. The Development Director will work closely with the Executive Director, staff, Board, and volunteers to enhance and support the organization's overall mission and ensure that ample philanthropic funds are generated. The position is at our Scarborough location, and there will be occasional travel to our Portland Gear Hub locations in Portland. Some evening and weekend hours are required.

Organizational Overview:

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

Additionally, Ketcha Outdoors operates the Portland Gear Hub, a full-service outdoor gear store and community resource in the East Bayside neighborhood of Portland. The Portland Gear Hub refurbishes donated bikes and outdoor equipment 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, low-cost bicycle maintenance classes for youth and adults. Through programs like Bikes for All Mainers, hundreds of refurbished bicycles are provided to individuals and families annually.

Lead fundraising activities

- Develop and execute a comprehensive organizational fundraising plan activities to support the long-term sustainability and growth of Ketcha Outdoors, including:
 - Annual fund
 - Major donors
 - Sponsorships
 - Government and Foundation grants
 - Endowment
 - Corporate memberships and sponsorships
 - Events - donor & volunteer engagement/friend-raising and fundraising
- Develop and maintain relationships with major donors, trustees, and friends;
- Using our CRM database, establish and maintain complete and accurate tracking processes and systems to cultivate, acknowledge, and communicate with past, current, and future donors;
- Create and manage an organization-wide grants calendar, identifying and prioritizing likely sources of corporate and foundation support. Draft and submit grant proposals and reports in collaboration with program staff.
- Utilize prospect research to identify new sources of support regularly;
- Support the organizational budgeting process;
- Coordinate messaging and development work between Portland Gear Hub and Scarborough locations;
- Serve as staff advisor to the Board Advancement committee;
- Work with department leaders to develop organization-wide communications and marketing plans to support fundraising efforts;
- Manage the production of annual reports, annual appeals, and program invitations;
- Other duties as needed to help the organization reach its annual goals.

Knowledge/Skill Requirements:

- At least 3 years' experience in nonprofit development.
- Exceptional attention to detail, well organized, focused, and goal-oriented, with a high level of initiative, energy, and problem-solving skills.
- Demonstrated excellent written and oral communication skills and abilities
- Prior experience in database management is required; experience with Bloomerang is a plus.
- High level of confidentiality and integrity.
- Ability to work independently and as part of a team.
- A strong commitment to the value of diversity with respect to gender, race, age, socio-economic level, sexual orientation, and religion.

Compensation: The salary range is between \$75,000 and \$82,000, depending on experience, and it is combined with a comprehensive benefits package.

Benefits:

- 80% employer-paid health insurance plan
- 100% employer-paid dental and vision plan
- 100% employer-paid short-term disability insurance plan
- 20 paid vacation days and 11 paid holidays
- Simple IRA plan with a 3% match when criteria are met
- Direct dependents of full-time employees receive up 95% off summer camp, preschool, afterschool and vacation camp programs.
- Discounts on new and used bikes, bike parts, bike gear and outdoor gear

At Ketcha Outdoors, not only do we embrace and celebrate the diversity of our families and participants, but we also strive for the same in our employees. At Ketcha Outdoors, we are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are proud to be an equal opportunity workplace. If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway.

To Apply:

Please email your resume and cover letter to Laragh Kavanaugh at jobs@ketchaoutdoors.org. We will ask for references upon follow-up. Priority will be given to applications received by 12/2/2024.