

## *Position Announcement*

### Director of Leadership Gifts

#### Maine Public

Lewiston, Maine

#### Reports To

Scott Marchildon, Chief Development Officer

#### Organization Profile

Founded in 1962, Maine Public is the state's premier independent media source. Located in Lewiston, Maine; a vibrant community just north of Portland. With an annual operating budget of close to \$14 million and employing nearly 100, Maine Public is a trusted partner for hundreds of thousands of listeners and viewers every week.



<https://www.lewistonmaine.gov/>

The mission of Maine Public is to connect the people of Maine to each other and to the world through the open exchange of information, ideas and cultural content. Under the leadership of president and CEO, Mark Vogelzang, Maine Public continues to launch new initiatives deliberately designed to create value for the people of Maine and beyond. The organization has steadily grown their audience to the highest level in history and through the successful fundraising acumen of Mr.

Vogelzang, Chief Development Officer,

Scott Marchildon, and in partnership with Maine Public's dynamic



development team, the organization has achieved its highest membership and financial support ever.

The growing and unprecedented generosity of donors has provided the margin of excellence that Maine Public represents. Building on this success and recognizing the need to find ways to strengthen, improve and remain relevant, Maine Public is looking towards the future. In this exciting time, the organization is currently laying the foundation for a comprehensive campaign to increase philanthropy through annual membership, leadership level gifts, planned giving and corporate and foundation support. To achieve these goals, Maine Public will focus on four strategic priorities:

**1. Trusted Content**

Continue to build Maine Public's position as the premier, independent, trusted source of news and educational, cultural, and public affairs programming in Maine.

**2. Audience of Tomorrow**

Become more relevant to an increasingly diverse audience with an emphasis on future listeners and viewers.

**3. Intentional Sustainability**

Improve organizational sustainability through continued momentum in revenue generation, targeted strategic growth, and strengthening the organizational culture.

**4. Aligned Facilities**

Address and resolve the need for production and office facilities to be updated, modernized and aligned with the strategic direction so that the organization is well-positioned to maximize public service and audience impact for many years to come.

Throughout this work, Maine Public will continue to bring context to a complex world, to inspire and reward curiosity, to enable informed civic participation, and to strengthen the connection between communities.

## Position Summary

The Director of Leadership Gifts for Maine Public is responsible for developing and managing four members of the Leadership Gifts team with the specific purpose to expand the philanthropic capacity of current Maine Public donors, former donors and the expansion of future donor prospects. As a senior member of the Development team, this position works in close coordination with the Chief Development Officer to advance the development strategy for major



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gifts, leadership gifts, annual fund, planned giving, donor recognition and campaign initiatives. The scope of the position will include oversight of special events,

identifying new funding opportunities, securing grants, budgeting and managing a portfolio of engaged donors. This position requires excellent verbal and written communication and strong leadership skills while also contributing to the overall team effort. The Director of Leadership Gifts will work in collaboration with the President, high-level staff, donors and volunteers to broaden the base of donor support. This is a fabulous opportunity to join a passionate team committed to the mission of Maine Public. The successful candidate will play a critical role in the overall success of the Maine Public's fundraising efforts and the future growth of the organization.

## Essential Duties

- Implement a comprehensive fundraising strategy as it relates to identifying, qualifying, cultivating, soliciting, and stewarding donors and prospects appropriately.
- In collaboration with the Chief Development Officer, develop and achieve specific and measurable goals for contacts, portfolio management, solicitations, and dollars raised for self and the Leadership Gifts team.
- Coordinate efforts with the Development team, participating as a leader and team member in various functions, and communicating clearly and consistently with colleagues about goals, progress, and activities.
- Work closely with high-level staff and leadership volunteers to advance development activities.
- Oversight of prospect identification, research, evaluation and coordination of solicitations with the Leadership Gifts team.
- Lead, manage and influence a Leadership Gifts team of four.

- Develop and manage office support, training and standard operating procedures related to database management, reporting and design.
- Prepare formal proposals for support for individuals as well as foundations and corporations when appropriate.
- Work with the Membership Department to ensure a seamless flow of donors between mid and major level giving.
- Other reasonably related duties as assigned.

**Qualifications** Qualities and experiences that ideal candidates should display include:

- Degree from an accredited college or university or equivalent educational and leadership experience.
- Three years' experience in major gift fundraising.
- Comprehensive understanding of a non-profit fundraising enterprise; experience working with an annual fund, planned giving, event management, and major gift donors.
- Proven record of success in cultivating, soliciting, and successfully raising funds from individual donors, businesses, corporations or foundations.
- Ability to complete projects on a timely basis and to manage multiple priorities.
- An ability to embody Maine Public's cultural values and belief in the organization's mission.
- Experience using word processing, spreadsheet, database, internet, E-mail and scheduling applications.
- Excellent written and verbal communication skills with the ability to make clear and compelling presentations to individuals and small groups.

**Preferred** Preference will be given to candidates that also display one or more of the following:

- Experience in fundraising for a public broadcasting organization.
- Experience successfully leading teams and/or projects.
- Advanced Degree.
- Fundraising certification (CFRE, CFP, CSPG or equivalent).
- One to two years of event management experience in the nonprofit sector.
- Experience with databases.

**Memorandum** The salary and benefits are competitive and commensurate with experience, qualifications, and verifiable salary history. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

Maine Public is an equal opportunity employer and fully supports and maintains compliance with all state, federal, and local regulations. Maine Public does not discriminate against associates or applicants because of race, color, genetic information, religion, sex, sexual orientation, gender identity or expression, age, ancestry, veteran status, military status, pregnancy, disability, marital status, familial status, or other characteristics protected by law. Equal employment is extended to all person in all aspects of the associate-employer relationship including recruitment, hiring, training, promotion, transfer, compensation, discipline, reduction in staff, termination, assignment of benefits, and any other term or condition of employment.

The successful candidate must maintain a valid driver's license.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

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Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

**Beau Cummings, Senior Search Consultant**

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