

Position Announcement

Capital Campaign Officer

Maine Public

Lewiston, Maine



maine public

RADIO • TELEVISION • ONLINE

Reports To

Scott Marchildon, Vice President and 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.

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, Rick Schneider, 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 organizational history. Additionally, under the leadership of Vice President and Chief Development Officer,



Scott Marchildon, Maine Public 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 working towards the successful completion of a new facility campaign that will strengthen the foundation for Maine Public's bright future. This campaign has also focused on increasing philanthropy through annual membership, leadership level gifts, planned giving and corporate and foundation support. To achieve their goals, Maine Public focuses 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 Capital Campaign Officer will be part of a team focused on frontline fundraising. The primary responsibilities will include identifying, cultivating, soliciting, stewarding and effectively managing a portfolio of well-qualified donors and donor prospects. As a member of a cohesive Development team, this position will work with the donor base to increase annual, major and planned giving support for Maine Public's strategic and campaign initiatives. The Capital Campaign Officer will develop and implement meaningful plans aimed at maximizing philanthropic support.

The scope of the position will include working closely with the Vice President and Chief Development Officer, the Leadership Giving team and other leaders within the organization and the community. This position requires excellent verbal and written communication and a passion for the overall mission of Maine Public. The Capital Campaign Officer will play a critical role in the success of Maine Public's fundraising vision and will enjoy the opportunity to continuously learn, implement new and creative ideas and contribute to an already stellar team.

**Specific
Responsibilities**

- Manage a portfolio of approximately 125 qualified donors and donor prospects; including identification, cultivation, solicitation, and stewardship.
- Increase annual giving, leadership (major) giving and planned giving by implementing effective gift strategies and using best practices to move donors through the giving cycle and up the giving continuum.
- In partnership with the Vice President and Chief Development Officer, establish and meet performance metrics, develop major gift fundraising plans and strategies; establish realistic and achievable timelines and contribute to the department's revenue goals.
- Collaborate with senior staff and development team.
- Represent Maine Public in the greater community by strengthening relationships with agencies, organizations, government entities and external stakeholders; build and maintain strong community connections to support current and future initiatives.

- Manage competing responsibilities with resilience, discretion, and diplomacy; interact face-to-face and remotely with senior staff and donors.
- Maintain excellent donor relations through personal contacts, phone calls, e-mail and letter correspondence.
- Travel throughout the state.
- Utilize Leadership Gift Department systems and procedures to ensure timely pledge reminders as well as gift acknowledgements.
- 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.
- 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 increasing philanthropic support from constituents.
- Ability to complete projects on a timely basis and to manage multiple priorities simultaneously.
- Commitment to 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.
- 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 and qualifications. 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 persons 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.

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

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