POSITION DESCRIPTION
Major Gifts Coordinator

The Northern Forest Center (the Center), founded in 1997, is an entrepreneurial nonprofit organization with a mission to create bold possibilities that give rise to vibrant Northern Forest communities. The Center is a regional innovation and investment partner creating rural vibrancy by connecting people and economy to the forested landscape across Maine, New Hampshire, Vermont and New York. Our programs advance innovative strategies in community revitalization, the forest economy and regional strategy. Please see our website, www.northernforest.org, for more information about our work.

The Center seeks a Major Gifts Coordinator to join the philanthropy team. This position is based in our Concord, NH office but will begin remotely until further notice. This is an ideal position for a person passionate about supporting the communities and forested landscapes in the Northern Forest region through creative approaches to fundraising.

The Center is beginning a 3-year capital campaign. This position will help coordinate the Center’s cultivation, solicitation and ongoing stewardship of major donors and investors with specific emphasis on fundraising related to the capital campaign. For the right candidate, there is opportunity for growth beyond coordination including a donor-facing role. If you are looking for a dynamic, productive, fun, flexible workplace while expanding your expertise in fundraising, please consider joining our team.

Title: Major Gifts Coordinator
Reports to: Director of Development
Supervises: No supervisory responsibilities
Job type: Part-time, 25 hours/week

Responsibilities
Working closely with and supporting the Director of Development and President, and in close coordination with the Grants and Development Coordinator, the Major Gifts Coordinator will have primary responsibility for the administration required to support the Center’s major giving program, with special emphasis on prospects and donors related to the capital campaign. Specific duties include but are not limited to:

1. Tracking and scheduling
   - Document pipeline and task assignments, track prospects and maintain timelines
   - Schedule meetings, prepare talking points, assemble presentations and full meeting prep for Board members, campaign volunteers and staff
   - Acknowledge all campaign gifts and pledges, prepare pledge payment reminders and major gift agreements in coordination with the Grants and Development Coordinator
   - Maintain master campaign calendar to maximize cultivation events and keep campaign committee on track

2. Database coordination and research
   - Manage, maintain and proactively build skills in the Salesforce database
   - Research and identify corporate, foundation and individual prospects for the campaign and for the organization as a whole
   - Enter planned asks, pledges and notes to track conversations and meetings
   - Maintain and run campaign proposal and progress reports
   - Maintain confidentiality of donor information
3. **Committee / Donor / Board management**

- Prepare agendas and materials for campaign committee meetings; document meeting minutes and tasks and assignments
- Communicate with key committee and board members; interact with donors as needed
- Assist with committee events
- Follow up to ensure completion of committee and board action items

**Qualifications:**
- Above all, we seek an individual who is open to learning, is motivated to take on new challenges, and comfortable collaborating daily with varied workstyles. The ideal candidate is a collaborative self-starter who seeks efficiencies and quality improvements. Excellent time-management skills highly desired, as are demonstrated research and problem-solving skills. Excellent inter-personal, verbal and written communication skills required.
- Prior experience in fundraising preferred but not required.
- Knowledge of the following preferred but not required:
  - The practices of annual giving programs.
  - Familiarity with Salesforce CRM system or management of other database/CRM system.
  - Proficiency with Microsoft Office Suite, Adobe Acrobat Pro and InDesign.
- Ability to travel occasionally with other staff to attend in- and out-of-state meetings, which can include overnight stays.

**Compensation**
The Major Gifts Coordinator is a part-time position (25 hours) with an hourly range of $18—$22 commensurate with experience. The Center provides a prorated benefits package including health insurance and vacation time.

The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To Apply:**
Applications will be accepted until the position is filled. Please submit a cover letter and resume detailing your interest and qualifications to resume@northernforest.org with the subject line “Major Gifts Coordinator Application.” No calls, please.

The Northern Forest Center is committed to the principles of diversity, equity and inclusion and is proud to maintain employment practices based upon individual qualifications, merits, and achievements. All decisions to recruit, hire, promote, and release from employment are made without discriminating according to race, color, religion, national origin, gender, sexual orientation, age, marital status, political beliefs or disability.