Position Details
Title: Donor and Investor Relations Officer
Team/Program: Fundraising
Location: Hybrid/Remote role focused on Maine and New Hampshire geographies, with occasional presence in the Concord, NH office and frequent travel throughout the region.
Employment Type: Full-time; Exempt (flexible – open to reduced schedule, see note below)
Reports To: Director of Development
Supervises: No supervisory responsibilities

About the Northern Forest Center
Founded in 1997, the Northern Forest Center works across the 30-million-acre Northern Forest region of New York, Vermont, New Hampshire, and Maine. We advance community economic development and forest stewardship by providing collaborative leadership, innovative ideas, and expertise in program delivery, investment, project management, and public policy. Our work is grounded in strong partnerships with rural communities and a deep commitment to the region's people, land, and future. Learn more at www.northernforest.org.

Position Summary
Building on the success of the Northern Forest Fund and the Center's growing reputation as a leader in rural community development and impact investing, the Donor and Investor Relations Officer (DIRO) mobilizes the philanthropic and investment capital needed to ensure the Northern Forest's people and places thrive for generations to come.

Focused on the Portland, Seacoast/Southern New Hampshire, and Greater Boston regions, the DIRO develops relationships with philanthropic and investment partners, expands the Center's network of champions and supporters, and contributes to annual fundraising, planned giving, impact investment, and campaign initiatives that advance the Center's five-year strategic vision.

Key Responsibilities
The DIRO is responsible for identifying, cultivating, soliciting, and stewarding a portfolio of major donors, donor-advised fund holders, foundations, family offices, wealth advisors, and impact investors. Working closely with the Director of Development, President, board members, volunteers, and colleagues across the organization, the DIRO develops and executes relationship strategies that grow philanthropic support, expand investment participation, and strengthen long-term engagement with the Northern Forest Center. This position is one of two regional frontline fundraising and investor relations officers on the team.

Donor and Investor Relations (75%)
- Build and manage a portfolio of +/-150 active individuals, families, donor-advised fund holders, family offices, wealth advisors, foundations, and impact investors capable of

making multi-year annual gifts, planned gifts, campaign commitments, or investments ranging from $25,000 to $1 million+.
- Develop and maintain a robust pipeline of major donor, donor-advised fund, planned giving, and impact investment opportunities.
- Identify, qualify, and engage new high-capacity individuals, families, advisors, and institutions throughout the region, focused on Maine, New Hampshire, and Greater Boston.
- Partner with leadership, volunteers and ambassadors to increase the number of active major gift and investment prospects year-over-year.
- Build revenue-generating relationships with donor-advised fund sponsors and philanthropic intermediaries
- Conduct 100+ visits annually, both virtually and in-person, to cultivate, engage and solicit donors, investors and prospects.
- Develop and implement comprehensive donor and investor stewardship plans, including personalized proposals, thank yous, updates on program impact, and invitations to events.
- Assist in planning and executing donor and investor events, including developing materials and presentations.

Strategy and Campaign Leadership (15%)

- Collaborate with President, Director of Development, other staff and volunteers to develop strategy and messaging for impact investment funds, annual giving, planned giving and special campaigns to achieve overall fundraising results.
- Customize written reports, proposals and other engagement materials that incorporate input from donors on messaging and content.
- Play a key role in driving the capitalization of the Northern Forest Fund II and subsequent funds, including securing new investments, donations and rollovers.
- Lead or support major fundraising and capital campaigns in close collaboration with staff and volunteers that advance community revitalization, forest economy, stewardship, housing, and organizational growth objectives.

Administrative (10%)

- Develop and track donor and investor materials (e.g., proposals, pledges, commitments, reports) for portfolio in collaboration with the Development Manager.
- Utilize CRM (Salesforce), analytics, AI-enabled research tools, and prospecting platforms to improve donor identification, engagement, and stewardship.
- Help advance data-informed fundraising practices and relationship management systems
- Contribute data to regular team reports on key metrics and fundraising progress. Use project management system (Asana) to collaborate within and across teams. Experience with data analytics, prospect research, and AI-enabled tools a plus.
- Ensure donor information confidentiality.
- Participate in and lead team, staff, committee, and board meetings as needed.
- Support special projects and perform other tasks as assigned.

Qualifications

- Passion for the Northern Forest's people and place, and the Center's mission; knowledge of rural economic development, housing and community development, forestry, conservation, natural resource industries, or place-based philanthropy a plus.
- 3-7+ years progressive experience building and managing high-value relationships that result in significant financial commitments, investments, partnerships, or business growth.

Experience may come from philanthropy, investor relations, wealth management, banking, community or economic development finance, impact investing, business development, real estate development, or related field.
- Strong ability to engage and build trust with high-net-worth individuals, business leaders, professional advisors, foundations, and community stakeholders.
- Demonstrated success cultivating, soliciting, negotiating, or closing 5- to 7-figure commitments, investments, or revenue-generating partnership.
- Familiarity with CRM systems (Salesforce preferred) and donor engagement best practices.
- Proficiency in Microsoft Office 365 Suite is required. Working knowledge of Asana project management software (or equivalent) is highly desirable.
- Ability to travel frequently across the assigned region, with occasional travel across the Northern Forest region and to regional or national events.

Compensation & Benefits
- Salary Range: $75,000-$95,000 commensurate with experience
- Employer-sponsored health insurance options with employee premiums covered 85%-90%
- 20 PTO days, 12 sick days and 12 holidays annually
- Short- and long-term disability coverage with premiums covered 100%
- Voluntary life, AD&D and dental insurance
- SIMPLE IRA with 3% employer match
- Work cell phone or phone stipend for use of personal device
- Flexible and supportive work environment

We know strong candidates don't always match every qualification or fit neatly into a single full-time role. We welcome applications from candidates interested in a part-time or reduced schedule (with benefits prorated accordingly).

How to Apply
Please submit a resume and cover letter describing your interest and qualifications to resume@northernforest.org with the subject line: "DIRO Application." Application review will begin October 15th, 2026 and the position will remain open until filled.

The Northern Forest Center is an equal opportunity employer and is committed to building a diverse and inclusive team. We make employment decisions based on qualifications, merit, and organizational needs, without regard to race, color, religion, national origin, gender identity or expression, sexual orientation, age, disability, marital status, political beliefs, or veteran status.