Development Manager Position Description

This is an exciting time for the Maine Chapter of the American Academy of Pediatrics. Our members, volunteers, and staff work tirelessly to ensure children and families in Maine can thrive. Each year, our efforts move the needle on issues like adolescent mental health, gun safety, vaccination, vaping cessation, and much more. In recent years, we have grown to employ a full-time executive director and program staff member and have worked with a consultant to build our development infrastructure in preparation for bringing a professional fundraiser onto the team. We are proud to report that we have 100% board participation in giving, an impressive track record of grant awards, and organization-wide enthusiasm about our future. Maine AAP volunteers give hundreds of hours of their time each year advocating for the health and well-being of children in Maine, and we look forward to growing our impact with the help of our new Development Manager.

We seek an experienced development professional with the ability to commit 10 hours a week to build upon the organization’s recent, successful growth in fundraising among pediatricians, corporate sponsors, and other funders by managing a traditional development program focused on raising unrestricted support for the breadth of work that we do.

Responsibilities:

**Individual Giving – Fundraising and Stewardship**
- Work with Executive Director, Board President and other volunteer leaders to identify, cultivate, solicit, and steward supporters/donors as appropriate.
- Cultivate major donors through regular communication and diverse engagement opportunities.
- Personally solicit donors, including preparation of personalized cultivation and solicitation materials when needed, and support ED and Board President in making joint solicitations.
- Issue timely and authentic expressions of gratitude for gifts received throughout the year.
- Grow our list of potential financial donors including individuals, corporations, and foundations.
- Maintain our fundraising database (Little Green Light), supervising all gift processing, data entry and data management.
- Provide data and fundraising reports to the Executive Director, as requested, and to the Board of Directors on a monthly basis.

**Annual Giving (Direct Marketing)**
- Manage the annual year-end campaign, and all related materials.
- Coordinate Giving Tuesday and related messaging.
- Explore additional opportunities for coordinated direct mail/e-mail fundraising efforts each year.

**Events**
- Assist in planning and executing events such as our annual conference.
- Expand and professionalize corporate sponsorship outreach.
● Represent Maine AAP at external events, advocacy efforts, and meetings with collaborative partners as needed.

Grant Writing
● Assist the Executive Director in researching and applying for grant funding from public and private sources.

Communications
● Assist in the continuous evolution of concise and compelling organizational messaging.
● Help ensure volunteers and staff are prepared to talk succinctly about why gifts to Maine AAP are important and impactful.
● Produce informative materials for distribution to members, donors, and the public.
● Help establish a digital fundraising plan and related messaging, including social media and electronic newsletters.

Member and Volunteer Management
● Engage with members to steward their transition to volunteers and financial donors.
● Serve as staff liaison to the Development and Communications Committees.

Other related duties as assigned

Skills and Qualifications:
● 3+ years of experience in fundraising for a nonprofit organization highly preferred.
● Knowledge of fundraising strategies and principles.
● Proven track record of securing donations from individuals, foundations, corporations, or other funding sources.
● Excellent written and verbal communication skills, including effective public speaking to large and small groups.
● Excellent interpersonal skills.
● Discretion and respect for confidentiality.
● Abundance mindset.
● Interest in children’s health issues is a plus.
● Knowledge of tax planning principles and techniques that favor charitable giving.
● Proficient in Microsoft Office and Google Suite software. Experience using and maintaining donor management software (working knowledge of Little Green Light is a plus).

Reporting: The Development Manager reports to the Executive Director.

Location: HYBRID. The Development Manager will work remotely with periodic in-person requirements in the Portland area as well as state-wide travel to meet with constituents.

Time Commitment: 10 hours/week

Salary: $30/hour

Maine AAP is an equal-opportunity employer and encourages diverse applicants to apply.