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**Maine Organic Farmers and Gardeners Association  
Director of Development and Membership**

**Summary:** The Maine Organic Farmers and Gardeners Association is seeking a dynamic, energetic, and creative individual to serve as the Director of Development and Membership. This role creates and implements a fundraising plan to support MOFGA's mission: advocating for and promoting organic agriculture in Maine. The Director of Development and Membership will be an ambassador for the Maine Organic Farmers and Gardeners Association across the community.

The Director of Development and Membership reports directly to the Executive Director, and will work closely and collaboratively with staff from the development, communications & outreach, and operations teams, as well as board members, and other external stakeholders.

**Primary Responsibilities:** Responsible for meeting MOFGA's yearly fundraising goals, supervising all aspects of the development and membership department including implementation of fundraising activity, coordination of efforts with other key MOFGA departments, and managing the Fundraising Committee.

**Supervisor:** Executive Director

**Work Week:** 40 hours — Monday through Friday, and additional evening and weekend hours as needed for events.

**Position:** Salaried. This position is considered Exempt under the Federal Fair Labor Standards Act. The employee is not eligible for overtime payment.

**Location:** Position can be based remotely anywhere in Maine, although regular travel to Unity, Portland, and other areas of the state, as well as some regional travel will be required.

**Salary Range:** The salary range for this position is \$70,000-\$80,000 annually, dependent upon experience. MOFGA has an excellent benefits package including paid medical, dental and vision insurance, and paid parental leave. Employees receive a generous time off package including paid vacation and sick time, three personal days, two week-long office closures, 14 paid holidays annually, and a month-long sabbatical after seven years of employment.

**Minimum Qualifications:**

- Proven experience in all aspects of fundraising: grant writing, donor cultivation and solicitation, major donor management, general funding appeals, membership recruitment and retention, online fundraising, planned giving, donor events, and financial reporting.
- 5+ years experience in fundraising for nonprofit organizations.
- Experience supervising staff.
- Experience organizing complex, fast moving projects and events, and ability to manage concurrent projects.



- Proven experience in conducting online research, tracking data and writing fundraising reports.
- Strong interpersonal communication skills.
- Excellent writing, proofreading, and communications skills.
- Impeccable attention to detail.
- Ability to use word processing, databases, spreadsheets and online fundraising database systems.
- Experience with web-based communications in a development context including website, social media, email and other electronic communication channels.
- Strong commitment to MOFGA's mission and vision of creating a healthy and fair food system for all.

#### **Position Requirements:**

- Regular travel throughout Maine, with occasional (roughly 2x/year) regional travel.
- Willingness to be hands-on in a role that requires a high level of energy and professionalism.
- Willingness to work occasional nights and weekends, as needed, including supporting the annual Common Ground Country Fair.

#### **Responsibilities:**

- Develop and implement the organizational fundraising plan to achieve financial sustainability for the long term.
- Supervise Development staff to meet fundraising and membership goals.
- Build and maintain ongoing relationships with key donors.
- Supervise the annual fund program and other giving opportunities for members and donors.
- Supervise the development of membership recruitment, communications, and renewals to grow MOFGA's membership.
- Supervise and participate with key staff and Fundraising Committee members in major gifts moves management.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Coordinate and support activities of the Board and Volunteer Fundraising Committee.
- Report on fundraising activities and progress to senior staff members and the Board.
- Oversee planning and implementation of fundraising events.
- Direct production of annual report and other fundraising materials.
- Oversee the use of the fundraising database and tracking systems.
- Manage fundraising and membership activities associated with MOFGA's Common Ground Country Fair.
- Other duties as identified and agreed upon in coordination with the Executive Director.
- Carry out all of the responsibilities listed above in accordance with the mission statement, goals, and philosophy of the Maine Organic Farmers and Gardeners Association.

MOFGA's success is dependent upon the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors. This includes having all staff work at the Common Ground Country Fair.

The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace



that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ individuals, as well as veterans to apply.

To Apply: To apply, please submit a cover letter and resume to Sarah Alexander, Executive Director at [hiring@mofga.org](mailto:hiring@mofga.org). Applications will remain open until the position is filled. We will begin application review and interview scheduling on April 9, 2024.