



Position: Development & Communications Coordinator

Reports to: Director of Development & Communications

Location: Seal Harbor, Maine

Scope of Work: The Development & Communications Coordinator is responsible for supporting all development efforts including overseeing donor and member communications and the reservations database. The Coordinator manages all donor data and generates reports for donor analysis and segmented communications. The successful candidate will be detail oriented, organized, accurate and flexible. This is a full-time, year-round, salaried (exempt) position with benefits. Work will be remote for the first few years, with onsite presence required for some responsibilities.

The Land & Garden Preserve is a nonprofit organization located in Seal Harbor and Northeast Harbor, Maine. The mission of the Preserve is to share the beauty of historic lands and gardens on Mount Desert Island. The gardens are comprised of the Abby Aldrich Rockefeller Garden, Asticou Azalea Garden, and Thuya Garden. The Preserve manages natural lands from the head of Northeast Harbor, across Little Long Pond, and east to Hunter's Cliffs in Seal Harbor. These lands include a vast network of hiking trails and nearly ten miles of carriage roads. The lands and gardens managed by the Preserve are open to the public.

Essential Job Functions:

- Participate in the ongoing development of new strategies for the membership program.
- Help orchestrate all membership solicitations and communications.
- Coordinate membership registrations, benefits, and renewals.
- Maintain and manage the Donor Perfect database and Agile reservation system, and all system integrations including Constant Contact.
- Enter gifts and prepare acknowledgement letters.
- Generate fundraising and membership reports.
- Manage small-scale website updates.
- Participate in Development Committee meetings; keep minutes.
- Coordinate between four and six annual external webinars.
- Manage annual development/stewardship events including Lantern Stroll, Thuya end-of season gathering, August celebration, and major donor gathering
- Manage Preserve social media accounts.

Minimum Qualifications:

- Four-year degree; five years of work experience in development and fundraising database management desirable.
- Excellent computer skills. Experience with a variety of software products, including Microsoft Office Suite and Donor Perfect fundraising database. Working knowledge of Adobe Creative Suite and Agile reservation system is desirable.
- High standard of integrity and confidentiality regarding donor records, staff records, and the financial business of the Preserve.
- Excellent written and oral communication skills.
- Ability to work independently and as a collaborative member of a team.

To apply please send a cover letter and resume to Joie Torsiello, Benefits & Human Resources Coordinator at jtorsiello@gardenpreserve.org.