



Development Operations Manager

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wolfesneck.org

About the Position

Wolfe's Neck Center (WNC) is seeking a **Development Operations Manager** to strengthen and broaden Wolfe's Neck Center's growing fund development initiatives, which include annual giving, business sponsorships, membership, planned giving, and grants. The Development Operations Manager will work closely with the Director of Development and Community Engagement in the design and implementation of all fundraising strategies to help meet WNC's annual fundraising goals.

A successful candidate will be a highly organized, entrepreneurial, strategic thinker, and capable manager who is passionate about WNC's mission. This individual will have a solid history of exceptional attention to detail, experience creating development system infrastructure, be highly capable of executing multiple large-scale projects, as well as building authentic relationships. This is an exciting opportunity for someone interested in being involved in all development aspects of a growing, farm-based nonprofit while making a meaningful difference in our food system. The Development Operations Manager will work as part of the Advancement team and report directly to the Director of Development and Community Engagement.

About Our Organization

Wolfe's Neck Center for Agriculture and the Environment is a nonprofit, farm-based education, research, and visitor center on a mission to transform our relationship with food and farming. By facilitating knowledge and best practice sharing, educating a wide variety of learners, and convening folks who care about the future of food, Wolfe's Neck Center believes our food system can be a solution to climate change.

Close to the greater Portland metro area and set amidst 626 acres of coastal farmland, Wolfe's Neck Center's campus draws thousands of visitors each year to enjoy our forested trails, livestock education barns, and an oceanfront campground. To learn more about all there is to do, see, and learn at Wolfe's Neck Center, [click here](#).

Role and Responsibilities

- Working with the Development Director, develops an annual plan for fundraising initiatives and calendar
- Manages workflow for each income line, tracking progress and identifying next steps and action items for the Development Director, board, and other staff
- Conducts prospect research and compiles information to support the qualification, cultivation, and stewardship of prospects to build a pipeline toward major gifts
- Supports donor stewardship efforts, including donor communication, membership/sponsorship fulfillment, and events
- Coordinates with other departments to ensure timely grant reporting; maintains relationships with foundations/funders currently supporting WNC
- Develops and organizes donor solicitation materials, working closely with the marketing and communications staff
- Manages the donor database (Salesforce) to maintain data integrity and quality. Develops queries, reports and mailing lists for fundraising campaigns, direct appeals, email campaigns, publications, fundraising events, and other projects
- Oversees and facilitates all gift processing. Drafts, prepares, and distributes donor acknowledgment letters

- within a timely turnaround
- Compiles regular reports of fundraising performance and results
- Supports the coordination of all WNC events
- Provides supervision and management of the Membership and Volunteer Coordinator (a new position, not yet filled)
- Additional duties as required

Skills and Qualifications

- Equivalent work experience or bachelor's degree in relevant field (e.g., communications, nonprofit management, English)
- Five+ years of work experience demonstrating higher levels of responsibility; at least 2-4 years direct fundraising experience
- Excellent verbal and written communication skills
- Experience writing grant proposals and reports
- Proficiency with CRM systems; Salesforce experience is a plus
- Proficiency in Microsoft Office and other standard office software, systems, and digital collaboration tools
- Excellent level of detail and follow-through
- Excellent time management skills with the ability to manage multiple projects simultaneously and prioritize tasks while paying close attention to detail and accuracy
- Ability to perform duties with a positive attitude
- Fluency with Microsoft Office suite
- Great interpersonal skills and ability to represent the organization and work collaboratively with diverse staff, volunteers, vendors, board members, and the public
- Shows commitment to the mission, vision, and values of WNC
- All new hires are required to provide proof of COVID-19 vaccination (including booster) for employment. Wolfe's Neck Center follows Maine CDC guidelines for COVID-19 protocols and expects all employees to be willing to adhere to those safety measures.

Wolfe's Neck Center is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, gender identity, gender expression, sexual orientation, age, size, national origin, disability, or any other protected characteristic as established by law. WNC strives to foster an inclusive workplace. People from diverse backgrounds are encouraged to apply.

Compensation

The Development Operations Manager is a full-time, year-round position. The salary range for this position is \$50,000 - \$60,000. As a full-time employee, the Development Operations Manager is eligible for benefits offered by Wolfe's Neck Center, including: 100% employer-paid health insurance, dental insurance, paid vacation and holidays and our retirement savings plan.

To Apply

Please email a cover letter and resume to jobs@wolfesneck.org with **Development Operations Manager** as the subject line. In the interest of reducing waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. No phone calls please. Position posted 10/31/22.