



DEVELOPMENT AND COMMUNICATIONS COORDINATOR

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wolfesneck.org

A Bit About Us

Wolfe's Neck Center for Agriculture and the Environment is a nonprofit, farm-based education, research, and visitor center situated on over 600 acres of coastal farmland in Freeport, ME. Wolfe's Neck Center is on a mission to transform our relationship with farming and food by facilitating knowledge and best practice sharing, educating a wide variety of learners, and convening a community of people who care about the future of food.

Position Overview

Reporting to the Senior Manager of Development Operations, and working closely with the Strategic Communications Manager, the Development and Communications Coordinator will play a critical support role on Wolfe's Neck Center's Advancement Team. A new position, the Development and Communications Coordinator will provide administrative, project management, and execution support for the Advancement Team's work on fundraising and development, marketing and communications, and community engagement. The Coordinator will focus on developing and implementing systems, procedures, and processes to increase the efficiency and effectiveness of the Advancement Team. To be successful in this role, the Coordinator will bring exceptional attention to detail, comfort with tech-based solutions, and an ability to collaborate with and support colleagues across teams.

We are seeking a teammate who is interested and willing to work primarily on-site at our campus in Freeport. This role will also require occasional evening and weekend work for on-campus events. This role is an excellent opportunity for an early career professional looking to gain experience in communications, development, and nonprofit management in a fast-growing organization focused on regenerative agriculture and climate change with local, regional, and national impact.

Primary Responsibilities

Marketing and Communications

- Support the team in the development and project management of communication and marketing plans
- Collaborate across teams to capture, create, and update mission-related content to be shared across communication platforms, including email, social media, and wolfesneck.org
- Lead on all of Wolfe's Neck Center's social media presence, including Facebook, Instagram and LinkedIn, by posting content and monitoring engagement
- Contribute to the writing and design of Wolfe's Neck Center monthly e-newsletter and other targeted email campaigns to support communications, fundraising, and engagement
- Work with the team to create audience segments and develop process for maintaining and updating distribution lists
- Support the outreach and marketing for Wolfe's Neck Center events and programs
- Make content edits and updates on wolfesneck.org as needed
- Support the production of printed materials as needed, including signage, annual reports, and annual appeals
- Organize large-scale hard copy mailings, including an annual report and annual appeal

Fundraising and Development

- Maintain accurate and up-to-date donor and donation records with the highest levels of confidentiality
- Manage best-in-class gift acknowledgement processes

- Track contributed revenue and work with the finance team to ensure accuracy across class and categories
- Support the development of grant applications, reports, appeals and other donor communications
- Coordinate administrative tasks as needed

Events and Community Engagement

- Support Wolfe's Neck Center's membership program through the preparation of regular communications, the delivery of benefits, and the development of new engagement opportunities
- Help with the preparation and execution of Advancement Team events, including the Farm to Table series, Harvest Dance, Fall Festival, and other programs and events as needed
- Act as an ambassador for Wolfe's Neck Center in on-campus visitor interactions

Qualifications

- 1 to 3 years of relevant professional experience in communications, development and/or marketing, preferably in a nonprofit setting
- Strong writing and verbal communication skills, including creative, persuasive writing and copy editing
- Knowledge of or demonstrated ability to learn various communication and marketing platforms, including social media (primarily Meta (Facebook / Instagram), email marketing)
- Active listener and resourceful self-starter with willingness to make decisions and take initiative
- Strong interpersonal skills and the ability to work in a highly collaborative team-oriented environment
- Ability to manage competing priorities and deadlines with management support
- Demonstrated organizational skills and attention to detail
- Demonstrated interest in mission-driven work, agriculture, the environment, and / or climate change
- Command of Microsoft Office Suite and experience with WordPress, Mailchimp, Salesforce, In Design, Photoshop or comparable tech preferred
- Eagerness to work in a fast-paced, mission-driven work environment
- Motivation to develop relationships and work collaboratively with on-site and remote staff.

Compensation

The Development and Communications Coordinator is a full-time, year-round position. This position is on-site at Wolfe's Neck Center in Freeport, ME. The starting salary range is \$40-45k. As a full-time employee, this position is eligible for benefits offered by Wolfe's Neck Center, including employer-paid health insurance premiums, dental insurance, paid vacation and holidays, and our retirement savings plan.

To Apply

Please email a cover letter and resume to kbarrett@wolfesneck.org with the Development and Communications Coordinator as the subject line. To reduce waste, please do not mail a hard copy of your materials. Interested applicants are encouraged to apply ASAP. This position will be reviewed on a rolling basis. Application materials received by February 5th, 2024 will be given preference. No phone calls, please. Position posted January 19th, 2024.

Non-Discriminatory Selection Process

Wolfe's Neck Center for Agriculture & the Environment, in accordance with federal Equal Opportunity laws, does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation including gender identity or expression, veteran status, or physical or mental disability in the hiring of its employees. Applicants are selected based on their ability to perform the essential functions of the job, prior work experience, and references from previous employers.