

## DEVELOPMENT DIRECTOR

Join our team! Mechanics' Hall, "a major player in the (Portland) downtown arts and culture scene, hosting intimate concerts, dance and theater performances, literary events and more\*" seeks a Director of Development to help us advance our mission of being a vital cultural resource for the arts and humanities in Maine. (*\*Portland Press Herald.*)

**Job Title:** Development Director

**Organization:** Mechanics' Hall (MH), Portland, Maine

### Position Summary:

Mechanics' Hall seeks a collaborative, strategic, and forward-thinking colleague who will advance our mission as a vital resource for the arts and humanities in Maine. Working with and alongside the Executive Director, the Director of Development will be pivotal in establishing and managing a strong fundraising effort to support a dynamic schedule of innovative programming and the preservation of a nationally significant historic building. The Director of Development will thrive in a collaborative environment, working closely with internal and external stakeholders to drive organizational growth and sustainability.

### Key Responsibilities

- Serves as a leader and partner with the Executive Director and trustees to create and implement the annual fundraising plan for operations and capital needs, including a future capital campaign to restore and renovate the interior of the building. Develops the case for support for Mechanics' Hall and a marketing and communications strategy that promotes excitement for the mission and supports fundraising for Mechanics Hall.
- Manages fundraising initiatives including membership, annual appeal, major gifts, and sponsorships. For each of these activities, establishes a timeline and develop graphics and collateral material for online and printed communication, including annual appeal letters, membership brochures, sponsorship decks, etc., working with contractors as needed. Collaborates with the trustees, staff, and the development committee to optimize results from fundraising efforts.
- Identifies, cultivates and stewards relationships with existing and potential donors and funders, working closely with the executive director, trustees and volunteers. Creates strategies to identify donor interests and engage them with the mission of Mechanics' Hall.
- Works closely with the Administrative and Development Associate to ensure that

donations are acknowledged, recorded, and tracked, that donor meetings and relevant information are added to the records, and that timely fundraising progress reports are produced.

- Collaborates with the Executive Director, Managing Director, staff, trustees, volunteer steering committee and contracted staff to produce one or two special events per year, with emphasis on the Cabinet of Wonder, Mechanics' Hall current Spring benefit. Manage the solicitation of sponsorships and host committee support for the event, as well as donor cultivation, acknowledgment, and stewardship.
- Partners with the Executive Director, trustees and development committee to identify, cultivate, and solicit foundation, government, and corporate grants for targeted Mechanics' Hall initiatives, programs, and projects. Manage grant reports and acknowledgments, working closely with the treasurer and staff.
- Collaborates with the Executive Director, trustees, contracted campaign counsel and volunteers to lay the groundwork and develop strategies, activities, and timetables for a future capital campaign to preserve and renovate the building.
- Keeps current in the professional field and pursues professional development opportunities related to non-profit development and advancement.
- Participates in maintaining a safe and welcoming environment for fellow staff, program attendees and library users.

### **Requirements and skills**

- Excellent human relations skills
- Proven experience in fundraising
- Superb written and oral communication skills
- Strong computer skills, including experience working with fundraising software
- Excellent organizational and time management skills
- Strong commitment to ethical responsibility and donor confidentiality

### **Job Details:**

*Salary Range: \$50,000 - \$60,000*

This is a full-time position based at Mechanics' Hall in Portland, Maine. The Director of Development may be required to attend occasional weekends and evenings to support MH's programming and events and build relationships. Mechanics' Hall offers competitive benefits for full-time staff, including generous paid time off, parking, and an employer-paid health stipend. MH is committed to creating a diverse, equitable, and inclusive workplace and is an Equal Opportunity Employer.

Interested candidates should submit a comprehensive PDF application package, titled LastNameFirstName\_DevelopmentDirector (*example: MartinSteve\_DirectorofDevelopment*) and include:

- A one-page cover letter outlining your qualifications and interest in the Director of Development position.
- A current resume highlighting relevant experience and skills.
- A professional writing sample (maximum 1000 words) showcasing your communication ability.
- Contact information for three professional references.

Applications should be sent via email to [admin@mainemechanics.org](mailto:admin@mainemechanics.org) with “Development Director” in the subject line. (*Please no walk-ins or phone calls*)

Applications will be reviewed on a rolling basis until the position is filled. Candidates selected for further consideration will be contacted for interviews. Thank you for your interest in joining the Mechanics’ Hall team!