



Position: Director of Advancement (F/T)

Reports to: Executive Director

About Island Housing Trust: Island Housing Trust is an active and growing nonprofit organization on Mount Desert Island with a mission to promote viable, year-round island communities by advancing permanent workforce housing on MDI.

Position Overview: This is a full-time position with the opportunity for a hybrid schedule of work in our Town Hill office and from home. Salary range is \$60,000-\$70,000, depending on experience. Benefits include health insurance with employer contribution, retirement with employer match, paid leave.

Qualifications include experience in and enthusiasm for nonprofit fundraising and communications, including knowledge of donor database operations, donor engagement, grants, publications, and social media. IHT staff work closely together in a small office, so applicants should be able to work as part of a team and adapt quickly to changes in plans and schedules. Applicants must also be self-motivated, organized, and efficient, with an ability to work well with diverse people and audiences. Bachelor's degree preferred; equivalent experience may be substituted.

Primary Responsibilities: The Director of Advancement works closely with the Executive Director and board committees to plan and implement fundraising initiatives and outreach efforts.

- In collaboration with the Executive Director, manage fundraising activities, including: coordinate summer and year-end donor appeals; assist with special campaigns and appeals; oversee donor database to track donations, acknowledgements, pledges, payments, contacts, and grants; and research current and prospective donors.
- Research potential funders and write grant proposals; track and report on grants.
- Provide regular fundraising progress reports to Executive Director, and work with Administrative Coordinator to reconcile and prepare reports.
- Produce newsletters, annual reports, eblasts, and other outreach materials.
- Manage organization's website and social media outreach.
- Staff the Engagement and Development Committees of the Board of Directors.
- Coordinate and staff special events for stewardship and cultivation; participate in public events.
- Participate in board meetings and retreats.
- Represent IHT at meetings and events as assigned by Executive Director.
- Other duties as assigned.
- Enjoy the work, your team, and how awesome you are!

To apply, send a cover letter, resume, and list of three professional references with contact information to Debra Matteson at dmatteson@islandhousingtrust.org. Applications accepted through March 29 or until the position is filled. Start date in late June.