

# southern maine CONSERVATION COLLABORATIVE

**Position:** Development and Communications Director (Full Time)

**Preferred Start Date:** By August 15, 2023 (flexible)

**Application Deadline:** Thursday June 1, 2023, 11:59pm

***The Southern Maine Conservation Collaborative is expanding its staff at an exciting time of change and growth for the organization. This is one of two full-time, year-round positions to be hired this year.***

## About SMCC

The Southern Maine Conservation Collaborative (SMCC) is a non-profit organization founded in 2012 committed to emergence and innovation with the mission to work collectively in Maine to create mutually beneficial relationships with the earth, communities, and people through the conservation movement. SMCC works with many other conservation organizations in Maine to amplify, support, and build capacity in their work. Our work improves the coordination and effectiveness of numerous organizations that work on protecting land and water by providing professional support services, collaborative learning, resources, and networking opportunities. Beginning in 2023, we are providing grantmaking to land trusts in the state, thanks to funding from the Onion Foundation. For more information, please visit [www.southernmaineconservation.org](http://www.southernmaineconservation.org).

## Commitment to Equity and Inclusion

SMCC is committed to building more inclusive and equitable conservation and environmental movements in Maine. We are actively leaning into the intersection of the environment, conservation, and social equity, and we are committed to weaving this intersection through all of our work. We are continuously learning about our blind spots and unconscious biases. We know that biases and disparities disproportionately burden communities of color, indigenous communities, people with physical and mental disabilities, and low-income communities with legacies of environmental damage and ongoing harm. It is our duty to ensure that our work does not propagate destructive, damaging practices, and instead is addressing barriers and fixing inequitable systems.

Our organizational values are Connection, Humility, Courage, Justice, and Equity. We are currently working to live our values and, during this period of growth, our intention is to integrate our values into all elements and systems of work.

## About the Position

The Development and Communications Director will have primary responsibility for fundraising and communications within SMCC. They will work with the Executive Director to ensure the organization has sufficient incoming funds to pursue its mission. They will report to the Executive Director, and will engage collaboratively with all staff, but will ultimately have direct responsibility over:

- Finding, researching, and managing grant opportunities that can support SMCC's work
- Developing and managing positive and ongoing relationships with potential or actual funders
- Applying to grants on behalf of SMCC and some of its specific programs, and assisting other staff and partnering organizations with grant applications as needed
- Communicating with grantors and completing reports and deliverables in a timely, organized fashion
- Management of SMCC's public communication through their website, social media, press coverage, and other outreach
- Brand management for the organization, "deep thinking" about SMCC's messaging, and promotion of the organization's services at conferences and other networking opportunities.
- Storytelling - identification and promotion of successes in the conservation community assisted by SMCC's resources - this may involve the creation and delivery of presentations, creative writing, curation of photos and videos, and other organized accumulations of media and information for the purpose of promoting and advancing SMCC's work.
- Supervision of and assistance to employees to be hired later in SMCC's ongoing growth plan.

Additionally, the Development and Communications Director will work with the Executive Director to develop relationships with donors and member organizations, will assist with planning/implementing virtual and in-person events, and will work with other staff to manage SMCC's Land Trust Granting Program.

The Development and Communications Director will be full time, year-round, and is expected to be a long-term, highly responsible position within SMCC. Some work outside of the responsibilities above, including assistance to the Executive Director as needed, will be expected. SMCC has a hybrid remote/in-person policy, but applicants should anticipate at least 20% of the position will be conducted in-person at the SMCC office in Portland. The position will also include occasional travel to other parts of the state for meetings, training opportunities, technical assistance, and networking. Personal vehicle mileage outside of commuting will be reimbursed at the federal rate.

As with all staff at SMCC, equity and justice are woven through all of the work that we do. We are committed to the hard work of not just learning, but acting to reduce barriers and build new pathways for just conservation and change. For that reason, we will prefer candidates with a demonstrated enthusiasm for and commitment to an equitable, inclusive, and just conservation and environmental movement, and experience with equitable systems and/or transformations.

#### Required Qualifications

- Experience applying to and managing grants
- Experience with public outreach, communications and marketing, PR
- Ability to create engaging content on social media, and familiarity with social media platforms

- Demonstrated written communication skills at a professional level
- Ability to collaborate effectively with a diverse range of people and organizations
- Willingness and ability to travel to the Portland office, and other points in Maine as needed for in-person events, which are expected to take up at least 20% of the position's time in a flexible schedule.
- Capability of attending virtual or in-person meetings during normal business hours
- Ability to stay organized and communicate effectively while working in a hybrid (remote/in-person) work environment
- Familiarity or experience with non-profit organizations
- Proficiency in Microsoft Office, GSuite products, graphic design platforms and virtual meeting platforms

#### Preferred Qualities, Experience, and Skills

- Familiarity with [Community Centric Fundraising](#) and [Trust Based Philanthropy](#)
- Independent and self-directed, with a history of highly responsible work
- Experience communicating with the public on behalf of an organization
- Experience communicating with the press
- Website management experience
- Background, experience, or skills in the creative arts
- Familiarity and/or experience with the conservation community of Maine (ideal), and/or substantially similar conservation movement(s) in other locations
- Familiarity with the role of Intermediaries as a tool for sector-wide impact through pooled funds, distributed grants, and capacity building activities.
- Management experience

***SMCC is committed to supporting ongoing professional skills development.***

#### Compensation and Benefits

- \$65,000 base annual salary (non-negotiable)
- Monthly stipend in lieu of health insurance coverage (2024 plan to have coverage)
- 2 weeks paid vacation for the first year; increases after that
- 10 paid holidays and 10 sick days annually
- Paid time off for voting
- Paid professional development opportunities, as appropriate
- Mileage reimbursement for non-commuting work travel
- Flexible work

#### How to Apply

Please send your resume and a cover letter addressed to Jessica Burton, that contains responses to the questions below to [conservationcollaborative@gmail.com](mailto:conservationcollaborative@gmail.com) - please include "Development and Communications Director" in the email subject line. Applications are due by Thursday June 1, 2023, 11:59pm

- Share a bit about what draws you to this position and why you are excited to work at SMCC and become part of the SMCC team.
- What role does an equitable and accessible conservation movement play in the future you want to live in?

*Our hiring process includes an initial review of the applications and two rounds of interviews. If you are invited to a second interview, you will be asked to supply the contact information for 2 references.*

**SMCC reserves the right to conduct background checks as a condition for employment. All qualified applicants shall receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, familial status, or based on an individual's status in any group or class protected by applicable federal, state or local law. SMCC encourages applications from diverse populations, persons with disabilities, and all other qualified applicants. Southern Maine Conservation Collaborative is an Equal Opportunity Employer.**