

Deputy Director Friends of Baxter State Park

Friends of Baxter State Park seeks a full-time Deputy Director to join our small, thriving nonprofit working on behalf of Maine's most beloved wilderness area. The Deputy Director will play a pivotal role in a rapidly growing organization, working at all levels to help achieve continued success. The duties for this position may evolve over time as the organization grows and the Deputy Director becomes proficient in different areas of our work. Initially, key responsibilities will include fundraising (50%), program delivery (35%), and organizational management (15%). This position will have some flexibility to work remotely, with an expectation of two days per week in our Belfast office to start. The Deputy Director will work in close coordination with, and report directly to, the Executive Director of Friends of Baxter State Park.

Development

The Deputy Director will play a lead role in FBSP's development efforts in close consultation with the Executive Director, Board of Directors, and Development Committee. The Deputy Director will work on all aspects of development, from planning to execution, and from big-picture strategy to the finer points of fundraising mailings. Areas of responsibility will include individual giving, annual memberships, foundation grants, planned giving, and business support, with a portfolio of donors and prospective donors in each area. The work will be varied, interesting, challenging, and fun. The Deputy Director might design a mailing on Monday, draft a grant proposal on Tuesday, write thank-you notes to donors on Wednesday, do prospect research on Thursday, and climb Katahdin with a group of donors on Friday. The common thread is developing a fierce passion for our mission, and sharing that passion effectively in a way that inspires others to support our work. This work will require technical mastery of the tools of fundraising, great communication skills, boundless enthusiasm, organization, personal integrity, and the desire to continually improve.

Program Delivery

The Deputy Director will play a key role in delivering our two flagship programs for youth in the Katahdin Region, as well as a supporting role in our advocacy and other programs on behalf of Baxter State Park.

The Deputy Director will help coordinate both the Baxter Youth Conservation Corps (BYCC) and the Maine Youth Wilderness Leadership Program (MYWLP). The BYCC is a summer trail work and service-learning program for youth from the Katahdin Region that is now in its fourth year. This will involve hiring and supervising 24 seasonal staff (20 youth and 4 adult leaders), as well as planning and delivering a six-week youth trail crew program in the Katahdin Region in close coordination with Baxter State Park and our partner organizations. The MYWLP, now in its twelfth year, is a six-month program for emerging environmental leaders with a nine-day wilderness trip component in Baxter State Park each August. Running these two youth programs successfully requires skills in leadership, supervision, logistics, community outreach, human resources, and project management, as well as an interest in working with high-school aged youth. This work will be carried out in close partnership with the Executive Director.

The Deputy Director will also play a supporting role in responding to advocacy issues affecting Baxter State Park, the Katahdin Region, and Maine's north woods. This may include research, writing, and communications related to complex, sometimes contentious environmental policy issues. The Deputy Director will need to build and maintain an extensive network of contacts in the Maine conservation community to perform this work effectively.

Organizational Management

The Deputy Director will play a supporting role in managing the organization at all levels, in close consultation with the Executive Director. This will require building and maintaining positive working relationships with dozens of people to start, and hundreds of people over time. These will include other staff, board members, committee members, contractors, volunteers, community partners, wholesale vendors, members, Baxter State Park staff, and other key stakeholders. The Deputy Director will have a dynamic and varied workload in this

area, including office organization, filing and recordkeeping, technology, publications, special projects, member communications, partner communications, financial management, Board and committee support, and other tasks as needs arise.

Qualifications and Experience:

We seek a positive, self-motivated professional with a passion for wilderness and exceptional people skills. A significant amount of skill and experience will be required to succeed in this position, but a growth mindset and positive attitude are even more important.

- Bachelor's degree and a minimum of three years of relevant work experience
- Proven ability to build and maintain positive working relationships with a wide range of partners and stakeholders
- Fundraising experience in a nonprofit setting, with a track record of success securing funding from individuals and foundations
- Ability to articulate and share FBSP's mission and vision
- Excellent verbal, written, and digital communication skills
- Highest standards of personal and professional integrity
- Demonstrated ability to handle sensitive issues with tact and discretion
- Flexible, friendly, positive, outgoing, organized, and self-motivated
- Home office, mobile phone, internet access, and a reliable vehicle
- During initial six-month employment period, ability to spend at least two days per week with Executive Director (either in Belfast Office or on the road). After that, amount of time spent in Belfast Office to be negotiated.
- Ability to work independently and as part of a team, including remote work with limited supervision
- Ability to prioritize and manage a dynamic workload
- Willingness to travel frequently statewide (mostly day / evening, with limited overnight travel)
- Strong computer skills, including MS Office, Google Suite, Zoom, and Adobe Creative Suite

Compensation:

This is a full-time position that offers a competitive salary and benefits.

How to apply:

To apply, please submit a cover letter, resume, and contact information for three references to director@friendsofbaxter.org. Please use "Application – Deputy Director" as the subject line of your email. Applications will be reviewed on a rolling basis as they are received, with a deadline of January 28, 2020.

About Friends of Baxter State Park:

Friends of Baxter State Park is an independent 501(c)3 nonprofit with a mission to preserve, support, and enhance the wilderness character of Baxter State Park in the spirit of its founder, Governor Percival Baxter. We were founded in 2000 and have grown over the past 20 years into a trusted partner for Baxter State Park, as well as a positive force for youth and community development in the Katahdin region. We are a statewide organization with approximately 1,200 members and a home office in Belfast, Maine. We have a full-time Executive Director (based in Belfast), a part-time Administrative Manager (based in Belfast), and a part-time Communications & Outreach Coordinator (based in Millinocket). Our key programs include advocacy, outreach, publications, scientific research, search and rescue support, volunteerism, the Maine Youth Wilderness Leadership Program, and the Baxter Youth Conservation Corps. Learn more about our mission and programs at www.friendsofbaxter.org.

Friends of Baxter State Park is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected factors.