



Part Time Development Associate

Join a dynamic not for profit retreat and conference center on the beach in Saco Maine. As we establish a development office, we are looking for a part-time associate with fund development experience. We have a successful sustaining donor program as well as a dynamic fall special event. We are looking to expand our giving activities with additional donors, add an annual appeal and continue our volunteer program. Job responsibilities will focus both on maintaining what we currently have and developing a reasonable growth plan!

Duties Include:

1. Database maintenance
2. Annual appeal (with support from our Marketing Staff)
3. Fund development research, cultivation and application
4. Volunteer Management (30 individuals who are both sustaining donors and volunteers)

How To Apply:

Submit Cover Letter, Resume and Job Application to jobs@ferrybeach.org