



Organizing Director

Maine Conservation Voters/Maine Conservation Alliance, two statewide, nonpartisan, nonprofit organizations, are seeking a shared full-time Organizing Director to build and manage our grassroots organizing and field programs and provide essential program support. The Organizing Director will be supervised by the Political/Program Director.

Maine Conservation Voters (MCV) helps pass laws that protect our environmental legacy, elects pro-environment candidates to office, and holds our elected officials accountable.

Maine Conservation Alliance (MCA) protects Maine's environment and quality of life through education, collaboration and advocacy.

Overview: We are at a pivotal moment when our environment is facing threats like never before. Join our team to: **DEFEND** federal protections for our air, land, water, health, and climate; **ADVANCE** forward-thinking solutions at the state level; and **BUILD** the long-term political power needed to win.

Specific responsibilities:

- Build and manage our grassroots organizing and field programs;
- Engage, organize, and build deep, authentic relationships with individuals, community organizations, opinion leaders, and others to protect Maine's environment and climate future;
- Coordinate our coalition work to defend environmental protections at the federal level;
- Produce action-oriented alerts and digital communications so that people are inspired to take action;
- Manage existing advocacy staffperson and mentor, train, and build skills and commitment of interns and volunteers;
- Work with Political/Program Director and Advocacy Coordinator on programs, materials, and publications like MCV's *Environmental Scorecard*;
- Organize in-district meetings, activist trainings, and issue-focused advocacy events;
- Help manage our database and track data from the field;
- Identify opportunities and represent the organization at community events and to the press;
- Help coordinate meeting logistics and materials and other administrative tasks as needed; and
- Provide support for Executive Director, Political Director and Boards of Directors as needed.

- Some weekend and evening travel necessary.

Qualifications:

- 3 – 5 years of experience in building and executing grassroots or political campaigns;
- A team player who is comfortable managing several responsibilities and pitching in where needed;
- Shares our commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture;
- Bright and detail-oriented;
- Experience managing staff, interns and volunteers;
- Passion for our democracy and environment;
- Proven capability to self-manage workload, set and meet deadlines, work on multiple projects at once and adjust quickly to changing factors;
- Excellent ability to research, write, and incorporate feedback in materials;
- Proficiency with database management and office computer programs;
- Savvy with online communications and social media;
- Sense of humor, self-motivated and grace under pressure;
- Bachelor's degree or equivalent work experience; and
- A valid driver's license and reliable mode of transportation are required.

Reports to: Political/Program Director

Location: Augusta, Maine

Status: Full-time, Exempt

Compensation: Commensurate with experience.

Resumes will be accepted until the position is filled. Please send a cover letter, your resume, references and a writing sample via email to beth@maineconservation.org.

MCV/MCA is an EEO Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, or marital status.

Development and Communications Coordinator

Maine Conservation Voters/Maine Conservation Alliance, two statewide, nonpartisan, nonprofit organizations, are seeking a shared full-time Development and Communications Coordinator.

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Specific Duties and Responsibilities:

Development Assistance

- Digital program: help develop and implement annual digital plan, craft online written appeals, advocacy alerts, and list growth efforts.
- Direct mail program: help develop timeline, craft written solicitation letters, and design materials.
- Special events: help plan and implement fundraising and donor cultivation events throughout the year, including sponsor recruitment, event promotion, and materials.
- Major Donor program: research donors and identify prospects, assist with donor cultivation and development of donor materials.
- Daily operational functions: manage database, keep accurate records, and track development results.

Communications Coordination

- Develop, maintain and help implement an annual communications calendar that includes social media, fundraising, online campaigns, external events and other public outreach/engagement opportunities.
- Maintain our websites and social media presence on a regular basis.
- Write press advisories, statements, releases, talking points and other communications materials.
- Make pitch calls to reporters, manage press lists and develop reporter relationships.
- Coordinate media activities on priority campaigns, including press events, endorsement announcements, report releases, etc.
- Maintain systems for tracking and presenting communications metrics.
- Conduct research around priority topics for staff and assist in developing and disseminating materials.

Qualifications:

- 2-3 years of experience in advocacy, development, or communications;
- Passion for making change on issues like climate change, clean water, land conservation, healthy food, and an open, fair and transparent government;
- Exceptional communication skills, including strong writing skills;
- Detail-oriented, with good organizational skills and follow through;
- Strong time management and administrative skills;
- A team player who is comfortable managing several responsibilities and pitching in where needed;
- Proficiency with office computer programs, online communications, social media, and website maintenance;
- Sense of humor, self-motivated and grace under pressure;
- Willingness to staff events and work nights and weekends, when needed; and
- Bachelor's degree or equivalent work experience.

Reports to: Development Director

Location: Augusta, Maine

Compensation: Commensurate with experience.

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