



Maine Equal Justice is hiring a Development and Finance Director to Help us Increase Economic Security, Opportunity, and Equity in Maine!

The Development and Finance Director (DFD) is responsible for leading and executing the organization's resource development strategy and financial oversight. This role is pivotal in securing and managing grant funding to achieve the organization's strategic goals. The DFD also oversees financial operations, ensuring fiscal responsibility and sustainability. In collaboration with the Executive Director, the DFD drives initiatives to maintain and grow resources, supporting the organization's mission. Additionally, the DFD supervises the Donor Engagement Director (DED), guiding efforts to cultivate and expand individual donor relationships.

Maine Equal Justice is a nonprofit legal aid provider located in Augusta that represents the interests of people with low income in the state legislature, before the courts and administrative agencies, and through outreach and education in the community. Maine Equal Justice strives to increase economic security, opportunity, and equity in Maine, ensuring that people can access health care, food, income security, and higher education and training.

Representative Tasks:

Development:

- **Collaborate on Development Strategy:** Work with the Executive Director and development team to design, communicate, and implement the organization's overall development strategy.
- **Fundraising and Outreach:** Partner with the Executive Director and Donor Engagement Director to set goals and plan activities for fundraising, outreach, and public relations.
- **Donor and Funder Relationships:** Identify, cultivate, and manage relationships with foundations, corporations, and individual donors.
- **Grant Management:** Lead the grantmaking process, including identifying potential funders, drafting proposals, conducting research, supporting program staff in pursuing funding opportunities, managing documentation, and adhering to deadlines. Oversee grant solicitation and reporting processes, ensuring timely submissions, compliance, and accountability. Collaborate with

team members who hold expertise in the program work being funded to track deliverables and solicit funding.

- **Support Individual Donor Initiatives:** Assist the Donor Engagement Director in conducting initiatives to engage individual donors in support of the organization's mission.
- **Explore Fundraising Opportunities:** Continuously seek out new fundraising opportunities to support the organization's objectives.

Financial Oversight and Controls:

- **Financial Oversight and Controls:** Oversee and support organizational accounting, financial controls, and auditing procedures, ensuring accuracy and compliance, including payroll, taxes, and adherence to best practices.
- **Collaboration with Executive Director:** Partner with the Executive Director to ensure the organization follows best financial practices and protocols.
- **Financial Reporting:** Create and evaluate internal financial reports, ensuring accuracy and relevance for decision-making.
- **Budgeting:** Lead in developing annual budgets in collaboration with the Executive Director and monitor monthly performance against the budget. .
- **Financial Reporting Management:** Work with external consultants to direct the preparation of all financial reports, including monthly and annual income statements, balance sheets, board reports, tax returns, annual financial review or audit, and regulatory filings.
- **Board Support:** Provide staffing support to the Board of Directors and the Finance and Fundraising Committee as needed.
- **Employee Benefits:** Support the Operations Director in evaluating and implementing decisions on employee benefits with financial implications.

Knowledge, Skills, and Abilities:

- Knowledge of fundraising techniques, including grant writing and donor solicitation.
- Knowledge of issues and initiatives that affect people with low incomes.
- Ability to plan, organize, and direct activities of the organization.
- Excellent and persuasive writing and editing skills.
- Ability to analyze complex policies and programs and translate to grant proposals and other products.
- Ability to establish and maintain effective working relationships.
- Ability to plan, organize, and direct development activities of organization.
- Ability to develop, implement, and evaluate organizational policies and financial procedures.
- Strong attention to detail.
- Flexibility and responsiveness based on the needs of the organization.
- Commitment and passion: Desire and interest in advancing economic and racial justice through systemic policy change.

- Commitment to equity in the workplace and implementing policies and practices that reflect that commitment.
- Proficient in Microsoft Office and Google suite with demonstrated experience with spreadsheets, word processing and database management. Knowledge of Quickbooks. Familiarity with Salesforce a plus.

Minimum Qualifications: An eight (8) year combination of education and experience in organizational development, fundraising, and grant writing, administrative work, financial oversight, and organizational management. Strong commitment to economic and racial justice.

Licensing/Registration/Certification Requirements: none

Special Requirements: none

Job Location: This is a hybrid position with a combination of remote online and on-site work. The Development and Finance Director may perform some of the job functions remotely and is expected to attend some meetings in the Augusta office and other locations in the Augusta and Portland area. Schedule will have some flexibility, to be determined between employee and supervisor.

Salary and Benefits: Salary range of \$74,000-\$84,000 based on experience. Health and dental insurance are provided, with premiums and deductibles mostly covered by employer, as well as employer-paid life insurance and short- and long-term disability insurance. MEJ offers retirement accounts with an annual employer contribution, generous vacation time (five weeks vacation in first year of employment), generous sick/wellness time, and 14 paid holidays per year.

To Apply: Submit a letter of interest and a resume addressed to Jackie Stearns, Operations Director, and emailed to admin@mejp.org (PDF's preferred). *Resumes submitted without a letter of interest will not receive a response.* Applications will be accepted until September 15th, 2024.

More information about Maine Equal Justice can be found at MaineEqualJustice.org. We encourage people of color, members of the LGBTQ+ community, and those with lived experience of poverty to apply. Maine Equal Justice is an Equal Opportunity Employer.