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|                 | <b>Development Coordinator</b>   |
| Your Name       | Gail Presley   |
| Email           | <a href="mailto:gail@grlt.org">gail@grlt.org</a>   |
| Job Title       | Development Coordinator  |
| Agency          | Georges River Land Trust   |
| web address     | <a href="http://www.grlt.org/jobopen">http://www.grlt.org/jobopen</a>  |
| Closing Date    | 3-18-12  |
| Job Description | <p>The Georges River Land Trust is seeking an organized, outgoing, and enthusiastic candidate with strong written and verbal communication skills for a Development Coordinator position. This position is currently offered at half time, is located on site in Rockland, Maine, and will remain open until filled. The Development Coordinator will play a critical role in the coordination of development activities to meet established fundraising goals. The Development Coordinator will work closely with the Executive Director, Administrative Assistant, Development Committee and Major Gifts Committee. Together, this Development Team will create and implement effective strategies for the cultivation and solicitation of gifts, including those from individual donors and businesses. Go to <a href="http://www.grlt.org/jobopen">www.grlt.org/jobopen</a> for a full position description. Candidates should possess a well-organized work style capable of conducting multiple activities during the same period, an ability to keep accurate, detailed and confidential records, and a professional, outgoing, positive, energetic and people-oriented approach, including the ability to inspire and motivate action and success in others. Experience in community non-profit fundraising including donor research, cultivation, and solicitation is desirable. Please send a resume and contact information for three references to Georges River Land Trust, 8 N. Main Street, Suite 200, Rockland, ME 04841 or <a href="mailto:info@grlt.org">info@grlt.org</a>. Please call (207) 594-5166 for more information.</p> |

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