



Fundraising + Community Outreach Consultant

Hirundo Wildlife Trust is a 501c3 nonprofit organization that maintains the Hirundo Wildlife Refuge, a 2460-acre expanse of conserved forests and wetlands near Old Town, Maine. Our mission is to enjoy, understand and protect Hirundo's natural and cultural environment for the mutual well-being of our human and wildlife communities. We aim to connect all people with nature for mutual benefit. Learn more at www.hirundomaine.org or our Facebook page.

Scope of Work: Hirundo is seeking a highly qualified consultant with experience in developing and diversifying funding streams (including private and business donors, fundraising events, charity partnerships, and other mission-aligned revenue streams), and community outreach to develop key strategic partnerships. **Hirundo is seeking a consultant to work 10/hr week, with the opportunity to increase hours as mutually determined.** Consultant must be located within reasonable driving distance to Old Town, Bangor, and Orono in order to participate in in-person obligations. Other aspects of the job may be done remotely or from our University of Maine office.

Develop and Diversify Funding Streams (70%)

- Plan and execute **fundraising efforts and donor campaigns** including Earth Day Appeal and Annual End of Year Appeal
- Secure **monetary sponsorships** from businesses
- Secure **in-kind donations** from businesses
- Oversee and lead **private donor relations** with plan to build stronger base of philanthropic individuals
- Maintain appropriate **tracking methods and acknowledgement systems** including: a donor database, benefits for business sponsors, sponsor boards, etc.
- Develop **alternative revenue streams**, such as merchandise sales and charity partnerships (round ups, % of sales, etc.)
- Recruit **financial and in-kind donations for annual community events** such as Fall Fest + Meet A Scientist, overseeing tracking, and acknowledgements as need
- Works with Volunteer + Rental manager to strategically maximize **income potential of rental operations**
- Works with Marketing + Communications consultant to ensure **advertising + acknowledgement of fundraisers, sponsorships, and income opportunities** content for website + social media

Maintain Current Partnerships + Develop New Partnerships: (20%)

- Represent Hirundo at **tabling events, presentations, media engagements, and networking events** to increase public awareness.
- Interfacing with the **Hirundo Advisory Council of community advisors**, recruiting members as needed
- Works with Volunteer + Rental Manager to ensure **volunteer participation for outreach opportunities** (tabling, presentations, fundraising events)
- Works with Marketing + Communications consultant to **disseminate press-releases and other announcements** as needed

Other Duties: (10%)

- Provide **administrative support** as needed and directed by Board of Trustees
- Occasionally support **recruitment of Board of Trustees** candidates
- Advise **grant-writing team in proposal + project development** when needed
- Ensure that the **overall appearance of Hirundo's facilities, tabling displays and presentation materials** (our mobile face in the community) consistently meets high standards of excellence, effectively representing the organization to its visitors, potential donors, and sponsors.

Compensation: \$45/hr

Professional Requirements:

- At least three years experience cultivating donors or business sponsors
- At least three years experience in community outreach, cultivating new community partners
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong organizational abilities and a self-starter
- Strong written and oral communication skills including public speaking
- Proficiency with technology and database management tools (including but not limited to Google Workspace, Mailchimp, social media)
- Ability to interface with and engage diverse groups
- A sociable personality who is a team player
- Love of the great outdoors

Hiring is contingent on reference and background checks.

To Apply: Email cover letter, resume, and references to info@hirundomaine.org