

Maine Museum of Innovation, Learning and Labor (Maine MILL) Development and Operations Manager

Position Description

Maine MILL's Development and Operations Manager is a strategic and detail-oriented professional who will play a central role in advancing both the organization's fundraising efforts and its day-to-day operations. This position is designed as a key partner to the Executive Director, supporting the organization through the opening phase of our new \$14M facility and translating that momentum into strong systems, partnerships and experiences.

The Development and Operations Manager will build on Maine MILL's strong history of fundraising by designing and implementing a comprehensive development program, while also ensuring that internal systems, processes, and administrative functions support the organization's expanding scope. This role requires a balance of external relationship management and internal coordination, with an emphasis on execution, organization, and cross-functional support.

Qualifications

The Development and Operations Manager will be an essential member of the Maine MILL team and should bring experience that enables them to lead fundraising initiatives while supporting organizational operations. The ideal candidate is highly organized, able to manage multiple priorities, and an excellent communicator and writer. They should be comfortable working with people from a broad array of backgrounds and prepared to represent Maine MILL in a variety of settings. A strong systems mindset and ability to wear many hats are critical.

Specific responsibilities include:

Development & Fundraising

- Expand and manage a pipeline of prospective donors, including individuals, corporations, and foundations.
- Develop and implement strategies for donor stewardship and recognition that encourage continued and increased giving.
- Manage the annual giving campaign for unrestricted funds, including mailings and related materials.
- Research, write, and submit grant proposals to public and private funding sources.
- Plan and execute fundraising events and sponsorship opportunities in alignment with organizational goals.

Database & Reporting

- Maintain and oversee the donor database (Veevart), including gift processing, data entry, and data integrity.
- Generate reports and provide analysis to support fundraising and strategic decision-making.

Operations & Administration

- Support the Executive Director in day-to-day organizational operations, including administrative coordination and project management.
- Assist with budgeting, tracking, and reporting processes in collaboration with the Executive Director.
- Support Board-related activities, including meeting preparation, materials, and follow-up.

Communications & External Relations

- Produce clear and compelling materials for donors, partners, and the public.
- Represent Maine MILL in community settings and support partnerships with local organizations and businesses.

Other duties as assigned.

Required Skills/Abilities:

- Strong knowledge of fundraising strategies and nonprofit operations.
- Proven ability to secure funding from individuals, foundations, businesses, and/or other sources.
- Excellent written and verbal communication skills.
- Strong organizational and project management skills with attention to detail.
- Ability to manage multiple priorities and follow through on complex initiatives.
- Experience with donor management systems (Veeva preferred).

Education and Experience:

- Bachelor's degree
- Three to five years of experience in nonprofit management, fundraising, operations, or a related field preferred.

Ideal Qualities

- Ability to motivate and inspire philanthropic support.
- Strong problem-solving skills and a proactive, solutions-oriented approach.
- Familiarity with the Lewiston-Auburn area and an eagerness to become a part of the fabric of the community.
- A collaborative, service-oriented mindset and willingness to take initiative.

Reporting: The Development and Operations Manager reports to the Executive Director.

Location: The Development and Operations Manager will work from Maine MILL (1 Beech Street in Lewiston, Maine) with the possibility of some remote work.

Time Commitment: Full-time beginning July 6, 2026.

Salary: \$50,000 - \$60,000 plus benefits.

**A resume and cover letter of interest must be sent to info@mainemill.org.
Position will remain open until filled.**

Maine MILL is an Equal Opportunity Employer and encourages diverse candidates to apply.