

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

### **Background**

Museum of Innovation, Learning and Labor (Maine MILL) is a history and culture museum in downtown Lewiston, Maine, that celebrates extraordinary stories of work and industrial ingenuity. Through our collection, exhibits, educational programming, and events, we invite visitors to explore how life, labor, and culture shape the present and influence the future. Our unique collection is made up of 10,000 artifacts, including salvaged industrial machinery such as a Jacquard loom, original bedspreads and industrial-sized silkscreens from the famed Bates Manufacturing Company, and roughly 300 recorded interviews and oral histories from the people who lived and labored here.

### **Position Description**

Maine MILL seeks a highly organized, proactive, and systems-oriented Operations and Development Manager to help guide the organization through an exciting period of growth and expansion. As Maine MILL prepares to open its new \$14 million facility, this position will play a central role in ensuring that internal operations, administrative systems, and organizational processes are effective, efficient, and positioned for long-term success.

Working closely with the Executive Director, the Operations and Development Manager will oversee a wide range of operational and administrative functions while also supporting fundraising initiatives and donor stewardship activities. This role is ideal for someone who enjoys creating order, managing projects, improving systems, and helping a mission-driven organization operate at its highest level. The position requires a balance of external relationship management and internal coordination, with an emphasis on execution, organization, and cross-functional support.

### **Qualifications**

The ideal candidate is an organized and adaptable professional who enjoys balancing strategic thinking with day-to-day execution. They should be comfortable managing multiple priorities, coordinating across departments, and supporting both internal operations and external relationships. Strong communication skills, attention to detail, and a collaborative approach are essential. Experience in nonprofit operations, project management, administration, fundraising, or related fields is preferred.

### **Specific responsibilities include:**

#### **Operations & Administration**

- Support the Executive Director in day-to-day organizational operations, including administrative coordination and project management.
- Manage day-to-day office operations and organizational logistics.
- Assist with budgeting, tracking, and reporting processes.
- Coordinate vendor relationships, contracts, and service providers.
- Support Board-related activities, including meeting preparation, materials, and follow-up.

### **Development & Fundraising**

- Support implementation of Maine MILL's fundraising strategy and annual development goals.
- Manage donor records and gift processing through Veevart, ensuring data integrity and accurate reporting.
- Manage the annual giving campaign for unrestricted funds, including mailings and related materials.
- Research, write, and submit grant proposals and reports to public and private funding sources.
- Coordinate fundraising events, sponsorship opportunities and donor engagement activities.

### **Communications & Community 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 organizational, administrative, and project management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to manage multiple priorities simultaneously in a fast-paced environment.
- Experience with budgeting, reporting, and donor management systems (Veevart preferred).

### **Education and Experience:**

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

### **Ideal Qualities**

- Highly organized and detail-oriented.
- Strong problem-solving skills and a proactive, solutions-oriented approach.
- Comfortable working in a small organization where flexibility and initiative are valued.
- Familiarity with the Lewiston-Auburn area and an eagerness to become a part of the fabric of the community.

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

**Location:** The Operations and Development Manager will work from Maine MILL (1 Beech Street in Lewiston, Maine) with the possibility of limited 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](mailto:info@mainemill.org) with Operations and Development Manager in the subject line. Position will remain open until filled.**

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