



### **Job Description: Leadership Gift Officer**

#### **ABOUT LIFEFLIGHT OF MAINE AND THE LIFEFLIGHT FOUNDATION**

**LifeFlight of Maine** is a nonprofit organization with an important public, statewide mission as Maine's only air ambulance service: to ensure that everyone, in every community in Maine, has access to critical care and medical transport when needed.

LifeFlight's helicopters, airplane, and ground ambulances are based in Bangor, Lewiston, and Sanford. LifeFlight's crews cover the entire state, including offshore islands, complementing, and supporting the work of local EMS and hospital personnel in caring for critically ill or injured patients. The crew is comprised of a highly qualified team of pilots, flight nurses and flight paramedics, EMT vehicle operators, aviation maintenance technicians, and communications specialists. LifeFlight of Maine is a joint venture partnership of Central Maine Healthcare and Northern Light Health. LifeFlight was fully re-accredited by the Commission on Accreditation of Medical Transport Systems in 2022.

**The LifeFlight Foundation** is a distinct but interrelated 501(c)3 nonprofit that raises critical funds and public awareness for LifeFlight of Maine. The Foundation raises funds for capital projects including the fleet, medical equipment, crew wellness initiatives, statewide aviation improvements, infrastructure projects, and the many educational and outreach programs provided by LifeFlight.

#### **POSITION SUMMARY**

This is an exciting opportunity for someone with nonprofit experience who wants to be part of a small and tight knit team, working for an organization that makes a tangible difference in lives, families, and communities across Maine. This person must have significant major/capital gift experience, be highly motivated, work independently, welcome direction and feedback, have the right attitude to rise to a challenge, and thrive in a fast-paced professional environment.

The Leadership Gift Officer is a member of the development team responsible for securing significant philanthropic support from individuals, corporations, and planned giving donors. With a minimum of 5 years of experience in major gift fundraising, this individual will play a pivotal role in assessing, cultivating, soliciting, and stewarding donors capable of making transformational contributions to LifeFlight of Maine.

The ideal candidate will bring deep expertise in major and leadership gifts, planned giving, and corporate philanthropy. This is a high-visibility, relationship-driven role requiring strategic thinking, exceptional communication skills, and a passion for our mission.

This is a hybrid work position. This person is expected to work from The LifeFlight Foundation's office in Augusta one day a week (which currently includes every Tuesday). The remaining days this person works remotely. Given that the primary responsibility for this role is to engage with donors, extensive travel around Maine is required, as well as occasional travel to LifeFlight of Maine bases and events around the state.

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## **POSITION RESPONSIBILITIES**

### **Major, Leadership, and Planned Giving**

- Proactively manage a portfolio of 100–150 high-capacity prospects, each with the ability to make gifts of \$25,000+.
- Conduct assessment visits to determine prospect/donor capacity and inclination to support LifeFlight of Maine..
- Develop and execute personalized cultivation and solicitation strategies for each donor.
- Craft compelling, personalized, and timely proposals: target is 25+ per year.
- Be resourceful to identify new prospects and donors capable of making a leadership gift to LifeFlight of Maine.
- Meet or exceed annual fundraising goals and activity metrics – including 100+ donor visits annually, after an initial 6-month start-up phase.

### **Corporate & Business Partnerships**

- Identify and cultivate corporate prospects for sponsorships, event support, and major gifts.
- Develop long-term corporate partnership strategies aligned with LifeFlight's mission and needs.

### **Donor Stewardship & Engagement**

- Ensure timely and meaningful stewardship of all donors in your portfolio.
- Represent LifeFlight at donor events, receptions, and community gatherings.
- Work closely with LOM and LFF leadership and the Foundation Board to engage prospects, solicit, and close gifts.

### **Collaboration & Reporting**

- Maintain accurate donor records and progress reports in the CRM database.
- Contribute to annual development planning and strategy sessions.
- Assist in monthly and annual fundraising reporting and analysis.

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## **QUALIFICATIONS**

- Minimum of 5 years of professional experience in nonprofit fundraising, with a strong track record in major/ leadership gift solicitations.
- Demonstrated success in securing gifts of \$25,000+ and managing a portfolio of high-net-worth donors.
- Experience in planned giving and knowledge of relevant legal and financial instruments.
- Proven ability to develop and maintain long-term relationships with donors and corporate partners.
- Prior experience working in Maine's non-profit sector – have working knowledge of Maine, in general.
- Exceptional written, verbal, and presentation skills.
- Strong strategic thinking, organizational skills, and attention to detail.
- Proficiency with donor database systems (e.g., Raiser's Edge or similar)
- Willingness to travel throughout Maine, and occasionally beyond, for donor visits and events

## **ATTRIBUTES**

- ✓ Familiarity with/passion for LifeFlight of Maine mission is essential.
- ✓ Committed to being an accountable, respectful team player; wants to be part of a team making a tangible difference all across Maine.
- ✓ Capable of working with minimal supervision and demonstrates proactive thinking.
- ✓ Ability to manage multiple projects at once and deliver each on time and within budget.
- ✓ Excels in a fast-paced, deadline-driven workplace.
- ✓ Is self-motivated and flexible.
- ✓ Welcomes constructive feedback.

## **Compensation:**

LifeFlight provides a competitive compensation package, which may include performance-based incentives. Our comprehensive benefits include:

- Paid time off
- Health, dental, and vision insurance
- Employee mortgage and loan assistance programs
- Wellness initiatives
- Professional development opportunities
- Education benefits

To apply, please send a resume, cover letter, and contact info for three references:

**Matt Mullen**

**Director of Leadership Giving**

**The LifeFlight Foundation**

[mamullen@lifeflightmaine.org](mailto:mamullen@lifeflightmaine.org)

*LifeFlight of Maine (and The LifeFlight Foundation) is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, or gender (including pregnancy), sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by applicable federal, state, and local laws and ordinances.*

*LifeFlight will endeavor to make a reasonable accommodation for an otherwise qualified applicant, unless doing so would impose an undue hardship upon LifeFlight's business operations. Any applicant or team member who needs accommodation in order to perform the essential functions of their position should contact their assigned supervisor for more information.*