



Job Title: Development & Operations Associate

Reports To: Director of Development & Strategic Partnerships

Location: Newcastle, Maine (primarily on site, with some approved work-from-home opportunities; occasional travel, weekend, and evening hours required)

Position Summary

To support its expanding vision and operations, the Frances Perkins Center is hiring a full-time Development & Operations Associate to assist with a variety of administrative and strategic projects. This person will be a highly organized team player who will provide critical support to a growing staff and organization.

This is a cross-functional role under the general supervision of the Director of Development & Strategic Partnerships. The Associate will support administration and data entry for all fundraising projects, program administration and data tracking, and office operations. A strong candidate for this role will be flexible, tech savvy, able to manage and prioritize multiple projects, and have strong attention to detail.

About Frances Perkins Center

Located at the Frances Perkins National Monument, The Frances Perkins Center is a nonprofit organization that inspires current and future generations to understand and uphold the government's role in providing social justice and economic security for all. Our work is guided by Frances Perkins' effective leadership style and one woman's power to change the world. We are the official philanthropic partner of the Frances Perkins National Monument and are responsible for site stewardship and interpretation in partnership with the National Park Service.

Roles and Responsibilities:

- Work closely with the Development & Program/Impact Teams to execute the mission, vision, and values of the organization
- Lead data entry and assist with database management and reporting
- Process gifts and pledges received from individuals, corporations, foundations, and organizations according to set protocols, and prepare acknowledgement letters
- Provide administrative and tech support to staff, including Zoom, calendar management, drafting and editing correspondence and written materials, and other tasks as requested
- Manage physical office space, including supply ordering, trash/recycling, tidying, and other office needs
- Serve as the first point of contact for office telephone and general email inquiries
- Assist with merchandise ordering, inventory management, and other duties related to FPC retail sales on site
- Assist with general accounting and grant management



- Serve as liaison to third-party IT and accounting firms (including weekly deliveries to accountant)
- Retrieve and process mail at a set weekly schedule
- Complete additional off-site errands as requested or required such as picking up printing orders, office supplies, deliveries, catering, and more
- Support other programmatic and development efforts such as special events and summer tourism, including shifts in the Welcome Center greeting guests and completing retail sales
- Assist with social media and digital asset management in coordination with the Engagement & Impact Manager
- Some physical work may be required to support ongoing preservation and construction efforts at the Homestead
- Other duties as assigned

Required Qualifications:

- At least two years of general office experience including data entry
- Strong organizational and time management skills with excellent attention to detail
- Excellent written and oral communication skills, and ability to communicate effectively with constituents in person, over the phone, and via email
- Tech savvy with high proficiency in online organizational and communications tools, including professional use of email, social media, Zoom, and MS Office (Sharepoint, Teams, Planner, Outlook, Excel, Word, etc.). Ability to learn platforms used to complete individual and cross-functional work.
- Professional attitude with ability to exercise independent judgement and handle confidential or sensitive information with discretion
- Driver's license and vehicle required

Preferred Qualifications:

- Experience with data entry and database management in a non-profit setting preferred
- Non-profit fundraising and special event experience
- Technical experience with any of the following: Little Green Light, Microsoft Office and Sharepoint, WordPress, Constant Contact, Canva

Compensation and Benefits:

The salary for this full-time (40 hours/week, exempt) position is \$50,000. Additional benefits include:

- Comprehensive benefits package with employer-paid health, vision, and dental insurance for employee (discounted rates for families)
- SIMPLE IRA with a 3% matching contribution
- Opportunity to work with a dedicated and passionate team
- Chance to make a difference and craft the future of a growing organization

**To Apply:**

Interested candidates should send a resume and a cover letter explaining why they are interested in this opportunity and how it is well aligned with their strengths to Director of Development & Strategic Partnerships Maisie Howard (mhoward@francesperkinscenter.org). We encourage interested candidates to apply, even if the qualifications are not perfectly aligned. Applications will be accepted on a rolling basis, and the position will remain open until the right candidate is hired.

Nondiscrimination:

The Frances Perkins Center is an equal opportunity employer which recognizes and encourages people of all identities to apply. The organization does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression, and any other legally protected characteristic. The Center complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.