



Executive Director, Pine Tree State 4-H Foundation
Position #173

The University of Maine Cooperative Extension is seeking an Executive Director for the Pine Tree State 4-H Foundation to work on the University of Maine at Orono campus. This is a full-time, represented Professional position with renewal contingent upon 4-H Foundation funding and successful job performance. The Executive Director will provide leadership and financial accountability in developing public and private resources to support the mission of the Pine Tree State 4-H Foundation. As Executive Director of a public charitable foundation, fundraising and donor development are critical components of this position. The person in this position will conduct fundraising activities to support the endowment fund, annual campaign and special funds that support priority 4-H Youth Development Programs; work with the 4-H Foundation's Board of Trustees to develop annual fundraising goals and a strategy for success in their achievement including oversight of the Foundation's \$2 million endowment fund and work in partnership with the 4-H Foundation's Board of Trustees and the 4-H Program Leadership Team to create and monitor the annual budget. **This position requires:** Bachelor's Degree; experience in successful fundraising and grant writing; Demonstrated ability to communicate program assets and investment opportunities to funders. **This position prefers (but does not require):** Skills in database management and website development. For a full job description with additional requirements please visit www.umaine.edu/eo/jobs/coop/htm or call Sandy Vaillancourt at 207 581-3191. **Salary Range:** \$50,000 - \$65,000. For information about the University of Maine Cooperative Extension visit <http://www.umext.maine.edu/default.htm>. For information regarding the Pine Tree State 4-H Foundation visit <http://www.extension.umaine.edu/4hfoundation/>. You can also find information about the State of Maine at www.maine.gov/portal/family/moving.html. To apply, please e-mail MS Word or PDF file(s) containing a letter of intent addressing the specific job requirements, resume, all transcripts, names, addresses, phone numbers and email addresses of three (3) references (and their relationship to the applicant) that may be contacted to sandyv@umext.maine.edu. Please reference POS#173 in the subject line of your email. If it is not possible to use the electronic application method above, please fax your application 207/581-3325 or mail to Sandy Vaillancourt, 5741 Libby Hall, Orono, ME 04469-5741. If you have any questions about applying, call Sandy at 207 581-3191. Review of applications begins August 14, 2009. The finalist for this position must successfully complete appropriate background checks.

*The University of Maine is committed to affirmative action, equal opportunity
and the diversity of its workplace.*