



About the Kids First Center

The Kids First Center is a 501(c) 3 non-profit organization founded in 1998 whose mission is to support children and parents during and after separation or divorce. This is a large, underserved, and much in need population. Separation and divorce environments that feature chronic parental conflict create lifelong mental- and physical-health harms for the children involved. By providing workshops for children, co-parenting education for parents, and professional education for the legal and mental health communities, Kids First creates long-term positive outcomes for these children. This work is uplifting and critical—thousands of people in Maine deal with these issues each year. We have successfully guided more than 70,000 children and parents through our programs over the last 20 years. We want to continue this success going forward!

Position Scope

The Development and Programming Director reports to the Interim Executive Director and will help guide and create the shape of the organization, which is in transition. The ideal candidate will have exceptional development, programming, and operational experience.

The position is full time.

Qualifications

- A minimum of six years of nonprofit experience in the relevant work described here
- A passion for social service programming of the first order, and the ability to support and improve program delivery
- The ability to add to the existing nuanced understanding of Kids First's many outstanding opportunities and to present solutions to attendant challenges
- Extensive, sophisticated experience in all aspects of successful fundraising—individual and major donor contributions, foundation grants, event and program sponsorships, peer-to-peer fundraising, et al.
- The ability to identify and tell compelling stories about the organization to users, organizational funders, individual donors, and the community at large
- A current and sizeable cohort of active relationships in both the development-professionals and donor communities in Maine

- Organizational change management experience and insight
- The ability to learn, improve, manage, and support the protocols and mechanisms of a complex program-delivery model while in a fast-paced environment in transition
- A collaborative team-building personal work style and supervisory approach
- Extensive experience managing up and down
- Experience with budget creation, tracking, and forecasting; the ability to identify year-over-year budget trends, opportunities, and challenges

Sample Key Assignments for 2019 Q 1 and Q 2

- Work with the Interim Executive Director to actively pursue existing organizational opportunities
- Oversee and work with the Program Coordinator to support the organization’s annual program schedule and to introduce and organize program goals and protocols
- Help plan Kids First’s premier annual fundraising event, the organization’s highly popular “Bloom” gala, which will take place in November
- Assist the Interim Executive Director with the execution of a Kids First community-wide organizational assessment

To Apply

Please submit a cover letter elaborating your qualifications for the position, a current resume, and your salary range—or history—in **Word format** by email to employment@kidsfirstcenter.org. **Additionally, answer the following questions and submit your answers with your application package. Your application will not be considered complete without this element.**

Kids First accomplishes remarkable things with limited financial resources and personnel. How would you improve this dynamic if you were to assume the role of Director of Development and Programming? What specific steps, beyond a careful initial analysis, would you take?

What specific personal organizational skills and tools do you use to manage your time and deliverables, both short- and long-term?

If you encounter technical difficulty submitting your application, please call the Kids First Center at 207-761-2709.

The Kids First Center is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.

For more information about us, please to go www.kidsfirstcenter.org.

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