



SENIORSPLUS HAS EARNED THE 2026 BEST PLACE FOR WORKING PARENTS® BUSINESS DESIGNATION IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.



**Development Specialist
Full-Time / Hybrid Position
Immediately Available!**

SeniorsPlus is dedicated to providing information and assistance to older people and adults with disabilities so that they may make informed choices and lead enriched and healthy lives. Our core services are to fight isolation and support independent, healthy living.

We are currently seeking a full-time Development Specialist to provide essential database, administrative, and strategic support for the fundraising operations of SeniorsPlus. Reporting to the Development Director, this role safeguards donor data integrity, manages gift processing, and partners with leadership to advance donor stewardship, grant administration, and special events.

Responsibilities include:

- Database Management & Gift Processing: Manage and maintain the donor database, ensuring accuracy and integrity. Track, log, and process all donations, gifts, and pledges in a timely manner.
- Donor Stewardship: Prepare and distribute personalized acknowledgment letters and tax receipts, ensuring donors feel valued and recognized promptly.
- Donor & Funder Relations: Support the Director in identifying, researching, and cultivating relationships with major donors, corporations, grantors, and community funders.
- Campaign & Event Coordination: Assist with the planning, logistics, and execution of the Annual Appeal, donor stewardship initiatives, and special fundraising events.
- Reporting & Administrative Support: Contribute to grant development and tracking, compile data for the Annual Report, and generate standard fundraising reports.
- Provides assistance with additional projects, as assigned.

Minimum Qualifications:

- Associates degree in Business, Communications, Nonprofit Management, or a related field — or equivalent professional experience.
- 2+ years in fundraising support, donor relations, or CRM database management.
- High proficiency with donor CRM platforms
- Strong data entry, reporting, and organizational skills.
- Discreet, trustworthy, and mission-driven, with strong interpersonal skills and a collaborative spirit.

- Valid Maine state driver's license.
- Must receive favorable results from driver's license, reference, and criminal conviction background checks for any offer of employment.

Job Type & Pay:

- Full-time/30-hours per week
- \$21.30-\$23.99/per hour (based on qualifications & experience)

Benefits:

- Thirteen paid holidays and generous Earned Benefit Time
- Health insurance
- Dental insurance
- Vision program
- Life and Accidental Death & Dismemberment Insurance
- Pension Plan
- Employee Assistance Program (EAP)

Interested individuals should submit a letter of interest including salary requirement, and resume to jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an Equal Opportunity Employer