

2020 Board of Directors

Ethan Boxer-Macomber, Chair
Carol Morris, Vice-Chair
Buzz Lamb, Secretary
Ben Smith, Treasurer
Rachel Bouvier
Rebecca Casey
Jean Claveau
Carl Eppich
Maggie Fleming
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Tom Rumpf
Lynne Seeley
Sally Stockwell
David Webster
Christopher Winstead
Robin Zinchuk
Daniel Hildreth, Emeritus
Evan Richert, Emeritus
Anna Marie Thron, Emeritus

Part-time Membership Coordinator

People choose to live in Maine for many reasons: our iconic landscapes and architecture, our strong sense of local community and our gritty, independent spirit. **GrowSmart Maine seeks to protect and foster these strengths because we believe they are the foundation for lasting prosperity.** Our goals are community revitalization, conservation of farmland, forest and shoreland, and support for sustainable economic development that will benefit not just today's Mainers but our children and grandchildren. **As the ONLY statewide organization linking ALL these interrelated goals,** GrowSmart Maine works with myriad other organizations and municipalities to convene discussion and take actions to revitalize our communities and economy while protecting our natural resources.

We are looking for someone to join our team in a part-time position paying \$15/hour for roughly 10 hours/week, based in our Augusta office.

KEY RESPONSIBILITIES:

Membership:

Renewal: quarterly: you will prepare and send renewal notices to business/gov't/nonprofit and individual members of GSM.
Cultivation: ongoing: you will staff efforts by the board and Executive Director (ED) to cultivate additional memberships in all categories. This will include research in our membership and communications platform, Nation Builder, and tracking progress. In addition, you will become proficient in Nation Builder to capitalize on its capacity to identify parties interested in GSM through social media activity and work with board/ED to develop and deploy strategies to better connect with and cultivate these individuals.

Donations:

Monthly: you will record donations and fee for service payments to GSM through Nation Builder. This includes processing event registrations and sponsorships. From this information, you will create a Donation Report at the beginning of each month for the prior month's activity, with QuickBooks account and class coding provided by the ED
Monthly: Reconciling credit card donations: At the start of each month, reconcile daily summary reports from authorize.net and Square with the individual donation details including QB account and class information.
Ongoing: Administrative Support: this includes basic bookkeeping, clerical and secretarial assistance in managing monthly payables and issuing/tracking receivable invoices. This includes online payments and coding/scanning bills to be sent to GSM's bookkeeper for further processing.

Web Presence:

Work with staff to ensure relevant, up to date, and entertaining content on GSM's social media and website.

Events:

as needed: assist with planning and logistics and on-site support for smart growth workshops, Smartini social events and our annual summit.