



**CAMP
TIMANOUS**
BODY • MIND • SPIRIT

DEVELOPMENT AND MARKETING ASSISTANT JOB POSTING

Job Objective: Working in close consultation with the Director, the Development and Marketing Assistant provides strategic and operational leadership related to the development, fundraising and marketing initiatives of Camp Timanous. Promoting Timanous in a coordinated and professional manner that is consistent with our core values will strengthen relationships with our extensive alumni network and current camper families. Responsibilities include social media strategy, donor outreach and acknowledgement, reporting and analysis, printed and digital communications, fundraising initiatives, and participation as a member of the Development Committee.

Skills & Prerequisites: Previous experience in similar marketing and/or development roles preferred. Familiarity with Google Workspace and other integrated technologies. Comfort with spreadsheet use, reporting functions and CRM systems such as Salesforce. Strong writing, interpersonal skills and passion for mission-based organizations are a must.

Organization Overview: Camp Timanous is an all-boys summer resident camp in Raymond, Maine. Founded in 1917, Timanous is an independent 501(c)3 non-profit organization. Timanous is nationally recognized for its camp program, its meticulously maintained physical plant and the positive impact on the character development of boys and young men. Relationships with all constituents – campers, families, staff, alumni, our governing board of trustees and outside vendors and other camp professionals – are cherished friends and partners. A highly organized and responsive Development and Marketing Assistant is critical to maintaining these relationships.

Reports To: Camp Director

Position Classification:

Part-time employment and flexible hours starting at 8 hrs/week with potential for growth. Job to be performed remotely with collaborative online meetings.

Salary and Benefits:

Competitive salary based on experience. Benefits include an IRA plan with employer match after one year.

To Apply:

Submit resume and cover letter to: info@timanous.org. Application screening and/or interviewing will begin on a rolling basis until the position is filled.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Timanous will be based on factors such as merit, qualifications and abilities. Timanous does not discriminate on the basis of an applicant's or employee's race, color, religion, gender, national origin, ancestry, sexual orientation, age, disability, veteran status or any other characteristic protected by law. Please direct questions regarding our hiring practices to info@timanous.org