The Foundation for Maine's Community Colleges
54 Lighthouse Circle • South Portland, ME 04106 • Ph: 207.321.6151 • maineccfoundation.org

Special Assistant to the President & Coordinator of Scholarships

The Foundation for Maine's Community Colleges is seeking a full-time Special Assistant to the President & Coordinator of Scholarships. This position reports to and provides executive-level administrative support to the President of the Foundation for Maine's Community Colleges. The role works directly with the President to execute on key organizational priorities and serves as a liaison to internal and external stakeholders to assist with the President's fundraising efforts. This position requires the ability to anticipate needs, think critically, and work independently across a wide range of administrative, development, and communications functions. The Foundation offers a hybrid work environment (remote and in-person - two days in office, three days remote). The Foundation's office is located in South Portland overlooking Casco Bay. Depending on experience and qualifications this position expects to pay in the vicinity of $65,000.

Minimum Qualifications:

- Bachelor's Degree preferred with 2 years of professional experience
- Strong computer literacy, including knowledge and proficiency with Microsoft 365 products; database experience preferred, experience with WordPress website design
- Experience in research, writing proposals and donor stewardship
- Familiarity with social media and email marketing platforms (e.g., LinkedIn, Constant Contact)

Required knowledge, skills and abilities include:

- Strong communication skills, both written and verbal
- Strong work ethic and ability to work independently
- Strong organizational skills and an ability to manage multiple priorities independently
- Ability to work independently and use a high level of judgment when making decisions
- Excellent interpersonal and problem-solving skills, with a willingness to take the initiative to solve problems
- Ability to establish and maintain relationships across an organization and within key constituency groups, including high-level executives, staff, board members, and vendors
- Ability to independently draft a variety of correspondence, documents, and presentations
- High level of professionalism and an ability to work with confidential information
- Ability to develop and monitor budgets

The MCCS Foundation offers health, dental and life insurance, HSA, retirement savings, paid holidays, vacation, and sick time.

Please upload your cover letter, current resume/CV, including names and contact information for three professional references, and official transcripts when you complete the online application. Search will remain open until the position is filled.

MCCS is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodation to qualified individuals with disabilities upon request. For more information, please contact the MCCS Affirmative Action Office at 207-629-4000. TTY Dial Maine Relay 711.

Date Posted: November 4, 2026