

LEELANAU CONSERVANCY POSITION DESCRIPTION DEVELOPMENT DIRECTOR

The Development Director is responsible for the strategy, organization and execution of all major fundraising, land campaign, endowment-building and capital campaign efforts.

These include, but are not limited to: major gifts program, endowment and planned giving solicitation program, land acquisition project fundraising (comprehensive campaigns for conservation) and all related activities. Essential skills are a high level of organization, zeal to work with people and develop strong donor and working relationships, and excellent verbal, written and fund development systems skills.

RELATIONSHIPS AND AUTHORITY

1. The Development Director reports directly to the Executive Director.
2. The Development Director manages a team of professional staff including Charitable Giving Manager, Major Giving Officer, Membership and Outreach Coordinator and Events and Volunteer Manager.
3. With the Executive Director, the Development Director is responsible for creating the organizational fundraising strategy and setting fund development goals.
4. The Development Director collaborates closely with the Communications team.

RESPONSIBILITIES-TOP LINE

1. Serves as the LC's primary fundraiser, working in concert with the Executive Director on major donor engagement
2. Leads, creates and executes a fundraising strategy across all categories: Individual, Foundation, Corporation (Major Donors, Grants, Giving Circles, Annual, Planned Giving, Volunteer-In Kind)
3. Ensures the engagement and leadership of our Board of Directors for fundraising
4. Works closely with the Board Fund Development Committee and/or other essential committees as needed
5. Creates an annual Fund Development Plan. Sets achievable and stretch goals, building towards future sustainability.
6. Works with the Events and Volunteer Manager to create an annual Events and Volunteer Plan for managing the LC's events and volunteer corps.

ORGANIZATIONAL RESPONSIBILITIES

1. Become familiar with all aspects of LC programs.
2. Maintain an awareness of ongoing and future land protection and stewardship projects that may be of interest to current and potential donors.
3. Advise, train, and motivate the Board, recognizing the critical leadership role it plays in fundraising at the LC
4. Facilitate education of the entire Conservancy community (staff, board, volunteers, and members) to create a culture of fundraising.

5. Provide leadership, organization and staff support for the Board Fund Development Committee.
6. Facilitate communications within the LC regarding development activities and needs.
7. Such other responsibilities as the Executive Director may assign from time to time.

CORE COMPETENCIES

1. Demonstrates a passion for the LC's mission and an aptitude for internalizing our brand.
2. Has a depth of experience and demonstrated zeal for cultivating and engaging donors.
3. Is goal-driven, highly accountable and has a strong work ethic.
4. Has an ability to create high-functioning relationships with staff, the ED and the board.
5. Demonstrates an ability to create, lead and execute successful fundraising strategies.
6. Commits to the short- and long-term development of the fundraising team.
7. Develops strong collaborative relationships with staff, particularly communications/outreach and finance.
8. Is a team-player and team-builder.
9. Exudes a positive, professional demeanor.
10. Easily adapts to change and encourages others to react positively.
11. Uses and supports systems and processes to enhance productivity.
12. Shares information strategically; seeks out supervisors, team members, and other stakeholder colleagues to explain and discuss ideas so decisions are informed and take into account the impact on others.
13. Is able to persuade others; can obtain agreement and support from internal and external groups while maintaining relationships.
14. Contributes to the success of others; pursues opportunities to share knowledge and assist others in achieving shared goals.
15. Has led or materially participated in capital campaigns, or is capable of doing so.