



**Title:** Director of Development

**Location:** Bethesda, MD

**Reports to:** Executive Director

**Type:** Full-time

**Our Mission:** Rock Creek Conservancy exists to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect.

**Overview:** The Director of Development will work closely with the Executive Director, Development Committee, and the Board of Directors to develop and advance effective fundraising programs and activities that assist in furthering our mission to improve and protect the health of Rock Creek and its parklands. This is a key position in Rock Creek Conservancy which plans, coordinates, and assures implementation of strategies to develop donors and contributions to support the organization. The position will be responsible for overseeing all fundraising activities for Rock Creek Conservancy including events, direct mail, foundation and government grants, major donors, and corporate support. We are a fast growing organization and we are searching for a candidate that is entrepreneurial and enjoys new and exciting challenges and opportunities on a daily basis.

**Responsibilities:**

**Fundraising Program Management (25%)**

- Develop strategic vision, in collaboration with Executive Director, for both the short and long term strategic fundraising planning and philanthropic positioning.
- Help develop annual budget with the Executive Director to ensure program goals are sufficiently funded.
- Assist in developing and be responsible for executing on performance measures and monitoring them to help the Executive Director, Development Committee, and Board evaluate the effectiveness of the entire development program.
- Work continually to ensure development of diversified funding sources.
- Manage the fundraising database and oversee staff responsible for data entry, gift processing, producing acknowledgements, tracking Gala information, and producing renewal and membership mailings.
- Help the Executive Director, Board of Directors, Development Committee, and volunteers engage in fundraising for the organization through effective identification, recruitment, and cultivation.
- Assist in developing a plan with the Executive Director and Board Committees for evaluating and instituting capital campaign programs.

- Maintain an annual calendar of fundraising deadlines and activities including, but not limited to grant application deadlines, grant reporting deadlines, committee schedule, and charity campaign filings.
- Work with the Development Committee and Executive Director to develop meeting agendas for committee meetings and off-site development workshops/meetings.
- Oversee staff of Development Manager, Communications Manager, and Assistant.

#### **Individual and Corporate Fundraising (30%)**

- Appropriately represents the Executive Director, the Board, Development Committee, and the entire organization to all prospects, donors either in person or through mailings, and additional collateral.
- Develop and implement a strategy for a large sustained base of annual individual donors.
- Identify, cultivate, solicit, steward current and prospective major donors and facilitate donor recognition and stewardship programs.
- Work with Communications Manager to compose correspondence, online appeals, and social media campaigns to attract giving from multiple sources.
- Create and refine strategy for corporate giving levels and identify, cultivate, solicit, and steward new and existing corporate relations for both general corporate and gala sponsorship giving.
- Manage printing and mailings in coordination with Development Manager and Development Assistant.

#### **Foundation and Government Fundraising (30%)**

- Strategize with the Executive Director, Director of Programs, and Development Committee to determine feasibility and sources for funding of programmatic goals.
- Oversee the development and tracking of proposals and reports for all foundation and government fundraising to meet budget goals including;
  - Develop grant calendar with application deadlines and reporting
  - Tracking and reporting of grant application results including awards and reasons for non-awards.
  - Working with the Director of Programs and other program staff to write and submit proposals.
  - Collaborate with potential partners to help strengthen proposals.
  - Provide any additional/supplemental documentation to current and potential funders as requested.
- Research and determine new foundation prospects and cultivate current foundation relationships to seek additional funding.

#### **Event Management (15%)**

- Oversee Development Manager of Special Events to ensure successful events that achieve yearly fundraising goals.

- Work with the Development and Gala Committees to oversee our fall Gala (venue selection, sponsorship acquisition, and marketing)
- Help work with Development Manager and Executive Director to ensure proper resources are allocated towards special events.
- Assist in managing the budget for all events knowing the impact on the organizations overall budget.

### **Position Requirements**

- Bachelor's degree and 7-10 years of fundraising experience.
- Demonstrated success in raising money from foundations, individuals, and corporate sources.
- Previous experience working with Board of Directors and Committees strongly preferred
- Excellent written and oral communication skills.
- Excellent interpersonal skills, ability to work independently and as part of a team.
- Creativity, flexibility, and strong problem-solving skills.
- Ability to manage multiple tasks simultaneously.
- Knowledge and use of fundraising databases.
- Must be able to establish, track, and meet deadlines under time pressure.
- Strong initiative, drive for results, and self-assessment skills, and ability to lead individuals and teams in setting and achieving challenging goals
- Entrepreneurial spirit and desire for both short term and long term success.
- Must be flexible to work evenings and extended hours when needed.

### **Benefits**

- Pay commensurate with experience
- Health benefits available

Applicants should email a cover letter and resume to [jobs@rockcreekconservancy.org](mailto:jobs@rockcreekconservancy.org).

No calls please.