



## DEVELOPMENT DIRECTOR

### Organizational Information

Midcoast Conservancy seeks qualified candidates for the role of Development Director. The successful applicant will be passionate about all three pillars of the Conservancy's work in Midcoast Maine: Land Conservation, Water Quality and getting families connected to the outdoors. We were formed in January 2016 from the merger of four land and water conservation organizations: Damariscotta Lake Watershed Association, Hidden Valley Nature Center, Sheepscot Valley Conservation Association, and Sheepscot Wellspring Land Alliance. In January 2019, Medomak Valley Land Trust also merged into Midcoast Conservancy. Our organization serves the 28 towns of rural Lincoln and Waldo counties and has a membership of approximately 2000. Our 2019 budget is about \$1.2 million with 13 permanent staff and 10-14 seasonal staff.

### Position Summary

The Development Director understands and applies complex principles required to develop and manage donor relationships that result in significant levels of support for the organization and its programs. The Director manages a portfolio of donors that includes our Wellspring Circle donors who give at least \$1,000 annually, donors who have the capacity for major gifts (5-7 figures), and a suite of private foundations that support the organization and its programs. The Director is also expected to grow this portfolio with support from the Executive and Deputy Directors. The Development Director also manages our legacy program. The Development Director shares leadership responsibility with the Executive Director for building and engaging the Board of Directors in fund-raising activities including meetings with donors and exploring potential new donor relationships. The Development Director is the staff liaison to the Membership and Development Committee and plans and organizes meetings of the committee. Finally, this person is responsible for building a culture of philanthropy within the office and encourages all staff and volunteers to see themselves in fundraising roles.

The Development Director understands the organization's budget, is proficient at using this knowledge to build proposal budgets for major gifts. He/she is knowledgeable about charitable giving, legacy gifts, operating foundations, and Donor Advised Funds, and is able to discuss charitable options with donors. The successful applicant will use the organization's donor database and work with the Executive Director and other staff to cultivate and schedule donor visits. The Director of Development will supervise the Member & Volunteer Manager (new position) and Communications Manager.

### Key Duties

- Renew and cultivate donors who give at our Wellspring level (>\$1,000), encourage other existing donors to increase their giving, and attract new donors at the Wellspring level.
- Establish annual goals for leadership giving including number of donors and amount.

*Clean Water. Thriving Communities. Land for All.*

- Work with the Executive Director to recruit, train, and assist Board members for greater involvement in fundraising; coordinate and manage other staff and volunteers who assist in fund development.
- Coordinate Staff and Board relationships with donors to ensure that communications and interactions move forward with a singular, coordinated purpose.
- Develop relationships with private foundations to secure Operating and Program Funds. This work is accomplished in consultation with the Executive Director, Deputy Director, and Key Program staff. Assist program staff with State and Federal Program Grant Applications as needed to ensure consistency.
- Plan and implement fundraising campaigns, including setting goals, developing supporting documents, developing appropriate gift pyramids, identifying and screening prospects, and analyzing campaign results.
- Supervise Member and Volunteer Manager who ensures donor database is properly organized and maintained for purposes of efficient data entry, management, and creation of reports and analyses.
- Supervise Communications Manager and ensures member/volunteer communications and fund development records are compliant with applicable IRS and other legal requirements and with land trust accreditation standards and that messaging, special events, and public outreach activities support development efforts and align tightly with the our mission.
- Ensures that all donor acknowledgements are prompt, thoughtful, and meet all IRS and Accreditation requirements.
- Other duties as assigned by the Executive Director.

### **Minimum Qualifications**

- Bachelor's degree with 5 years related experience and proven experience in the following:
  - Strong organization skills, accuracy, and attention to detail. Experience asking for and closing major gifts.
  - Experience building and maintaining long-term relationships with constituents such as major donors, foundations and corporations.
  - Experience planning and delivering budgetary responsibilities.
  - Managing and supervising a multidisciplinary team.
  - Generating reports and interpreting the data.
  - Business writing, editing, and proofreading.

### **Desired Qualifications**

- 8-10 years related experience.
- Ability to determine an individual's interests, capacity and potential for helping the Conservancy meet its goals, and act appropriately to tie those interests with the Conservancy's work.



- Ability to implement individualized cultivation, solicitation and recognition plans.
- Ability to use existing technology to achieve desired results.
- Direct fundraising related experience.
- Experience in managing and tracking multiple prospects and donors.
- Experience with database administration and spreadsheet software.
- Knowledge of current trends in the specific field.
- Experience, coursework, or other training in principles, practices, and procedures of charitable giving, particularly in the areas of capital campaigns, major gifts and planned giving.

### **Salary and Benefits/Work Hours and Location**

The salary and benefits for this position will be commensurate with qualifications and experience with a range of \$65,000 - \$75,000. The position is full-time (35 hours per week) and will entail occasional evening and weekend events. The Conservancy's headquarters is located in Edgecomb, Maine.

### **To Apply**

Please submit a resume, a cover letter explaining who you are and why you are interested in and well-suited for the position (this letter will serve as a writing sample), and three professional references by e-mail (as a single pdf file) to [Kristin@midcoastconservancy.org](mailto:Kristin@midcoastconservancy.org). Questions will be accepted by email. Applications will be considered as they are received, and the position will be open until filled.

