

Grand Traverse Regional Land Conservancy
Position Title: Director of Development

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Reports To: Executive Director

Position Status: Exempt, full-time, salaried position with benefits

Position Summary:

Reporting to the Executive Director and serving on GTRLC's Management Team, the Director of Development is responsible for leading and overseeing the Conservancy's fundraising strategies. This position requires a strong understanding of the Conservancy's Strategic Direction, mission, vision, and values, excellent written and oral communication, managerial skills, a sense of humor, plus comfort and effectiveness working in a highly collaborative environment.

Position Objective:

The Director of Development is responsible for developing and managing innovative fund development strategies to meet the short and long-term funding needs of the organization. The Director must effectively communicate and solicit funding from partners, including the necessary funding to complete active projects, fund ongoing operations, and as well develop the long-term endowment of the Conservancy. It is also critical that the Director of Development cultivate and maintain deep relationships with supporters to advance the mission of the Conservancy and promote the Conservancy brand to all stakeholders and the broader community.

The Director of Development participates in public and private fundraising efforts and supports outreach efforts through public speaking and community engagement. The Director of Development works with the Management Team to identify opportunities that advance the mission of the Conservancy.

Essential Duties and Key Responsibilities:

- ✓ Assume leadership responsibility for achievement of the GTRLC strategic plan elements regarding fundraising and development, including:
 - Develop and implement fund development goals, strategies, work plans and activities, subject to review and approval of the Executive Director.
 - Report on progress and outcomes. Draft reports to the board as needed.
- ✓ Work with Executive Director on approaches to developing and managing relationships with individual donors, including development of strategies and individual responsibilities for best collaborative approach for prospects.
- ✓ Organize, supervise, and manage the efforts and outcomes of the development team, including the capacity to lead project and comprehensive fundraising campaigns.
- ✓ Develop and support fund development team members so that they may contribute at a high level and grow professionally
- ✓ Identify, cultivate, and solicit major gifts (\$100,000 and above); monitor prospects to ensure positive and purposeful prospect and donor relations. Maintain a schedule of contacts.
- ✓ Identify potential major gift grant opportunities and complete or supervise the completion of grant proposals.
- ✓ Initiate, develop, implement, and evaluate assigned fundraising campaigns, including feasibility studies for private fundraising projects.
- ✓ Identify, cultivate, and solicit planned giving prospects in coordination with fund development staff.
- ✓ Analyze fundraising data to identify necessary modifications and opportunities for fund development strategies

- ✓ Work with support staff to maintain contact records in a timely and effective manner.
- ✓ Collaborate with the Director of Finance and Administration to anticipate funding streams that impact short and long-term budget planning
- ✓ Serve as a member of the Management Team to provide overall guidance to the organization. Keep members of the Management Team informed on matters affecting their work. Solicit their feedback and advice as appropriate.
- ✓ Support the efforts of the Fund Development Committee of the Board
- ✓ Other duties as assigned by the Executive Director

Collaborative Management:

The Grand Traverse Regional Land Conservancy operates with a very collaborative management style. The purpose of the GTRLC Management Team is to provide a forum for Department Directors and the Executive Director to:

- Consider issues, opportunities, and strategies that impact the organization; discuss and recommend solutions for the final approval of the Executive Director;
- Communicate and collaborate on administrative matters affecting multiple areas of the organization, such as policy changes, budget increases and cuts, and personnel matters;
- Consider new project and program proposals, significant changes to existing projects or programs, and grant initiatives, determining appropriate organizational capacity and connection to strategic plan goals;
- Inform other staff members of issues that will impact their work and provide the opportunity to discuss, explain, and gather ideas;
- Review progress on the strategic plan and staff work plan; recommend changes or updates as necessary