

Georgia Conservancy

Job Title: Development Director

Reports to: Vice President

JOB SUMMARY

The Development Director leads the Conservancy's fund-raising team in its efforts to identify, secure and steward individual, foundation and corporate philanthropy in support of the Georgia Conservancy's mission. Working with the Vice President, the position leads the Conservancy's grant research, writing and reporting functions, maintains donor files in the Neon database. Working with the Vice President and President, the position manages and leads the organization's individual donor moves management process and corporate donor platform and assists with special projects related to membership and the management of Georgia Conservancy events. The position reports to the Vice president and works with all staff and the board Fundraising Committee to accomplish the following tasks:

JOB RESPONSIBILITIES

Corporate and Foundation Grants Cultivation and Management

- Lead and Manage staff efforts to identify, secure and steward foundation and corporate grant/gift opportunities.
- Lead the identification process for new corporate or foundation donor prospects utilizing our donor database, the Georgia Center for Nonprofits, the Foundation Center, the internet and various research tools. Research each prospect's grant/gift process, and then identify and document, when available, the deadlines for each opportunity.
- Lead staff, including senior leaders, with the implementation and marketing of our Corporate Partners program to grow corporate relationships and funding, enhance the process of our cultivation and identify additional ways to more deeply engage with these partners.
- Engage with each program manager regularly to ensure an understanding of current and pending programmatic funding needs. Work jointly to develop compelling language related to specific projects or the overall program generally and to identify possible grant requests.
- Work with the President, Vice President and Finance Manager to build, maintain and update a calendar of grant/gift applications and reports. Ensure that all deadlines are met and that the donor database is updated with all pending and completed application dates and with details about those applications.
- Draft all requests and proposals for funding, per each foundation or trust's submission guidelines, for review and editing by senior staff such as the President and Vice President. Drafting should occur in coordination with a program manager and/or a member of the organization's Board of Trustees. Provide ample lead time for proposal reviews to ensure deadlines are met.

- Generate all periodic grant reports required by foundations, corporations, and trusts. Record details of all contact with institutional donor representatives and keep senior staff abreast of all pertinent information.

Moves Management

- Work with the President and Vice President and fund-raising team members to develop and implement strategies for out-the-door fund-raising to cultivate, solicit, renew and upgrade major individual, corporate and foundation donors.
- Working with the President, Vice President and Membership Director, develop both long- and short-range operational plans to strengthen, grow and track the progress of the Cambium-level member donor pipeline.
- Help to qualify existing donors and identify prospects with growth potential and develop a calling plan with the President for cultivation and solicitation. Utilize donor lists published by other local organizations to identify those with a greater capacity to give to the Conservancy.
- Manage a plan for strategic outreach including a prioritized list of face-to-face meetings with current major donors and potential major donors. Identify ways to engage the President, Vice President, Program Managers and Trustees with these cultivation efforts whenever possible.

Development/Donor Analytics

- Working with members of the Development Team, the President and Vice President, create and/or maintain insightful reports on fund-raising and major donors that can be updated and made available to senior management, board and staff on a regular basis.
- Utilizing our database, donor contacts, third party software or other tactics, identify key major donors or potential major donors for cultivation and develop a contact management schedule to be presented regularly to the President and Vice President.
- Develop and maintain a schedule of monthly major donor renewals and create a plan to improve renewal rates and giving that may include outreach by senior staff or board members.

Administrative

- Acknowledge all corporate and foundation grant invitations and gifts appropriately and in a timely manner.
- Organize and maintain an electronic file of past grant applications that may be used as the basis for future asks.
- Maintain an electronic file of recent Conservancy financial documents that may be required by institutional funders. These documents may include recent organizational budgets, program budget, 990 filings, audited financial statements, the IRS determination letter, and the W9 form.
- Document areas of interest, giving history and deadlines for existing institutional donors. Provide advanced notice of approaching deadlines to other staff.

- Maintain and update all electronic and paper files related to foundations and trusts with which the organization has or is building a relationship with. Ensure that information related to that donor in the Neon database is up to date and that key donor touches (contacts) and information related to the donor processes, foundation governance and deadlines are recorded and easily available to current and future database users.
- Maintain, update and manage a calendar of deadlines and important dates for all foundation and trust activity, including submission and reporting deadlines.
- Assist in the development of meeting materials for any board meetings, including meetings of the board Fundraising Committee.
- Periodically answer incoming calls to the general Conservancy line and assist the Membership Director with the processing of charitable contributions as needed.
- Monitor our profile and rating on Charity Navigator to ensure all information is accurate and to identify ways we can improve our score through either enhanced management and/or disclosure practices.
- Stay up-to-date with giving trends and fundraising best practices.

Special Events and Projects

- Working with the Special Events and Marketing Manager, assist with special events such as Oyster Roast, Firelight, Verde and the Fall *ecoBenefête* gala.
- Working with the President, Vice President and Finance Manager, evaluate and improve current fundraising support systems to optimize the Conservancy's ongoing fundraising efforts. This may include an analysis of third party systems to help manage events, opportunities to enhance event auctions and the ongoing maintenance of a list of potential venues for each of our special events.

QUALIFICATIONS

Skills

- Excellent written and oral communication
- Bachelor's degree in marketing, communications or related field
- Minimum seven years work experience with major gifts, direct fundraising, grant writing and planned giving
- Three to five years grant writing or proposal development experience
- Ability to use existing technology to achieve desired results
- Experience building relationships with donors, volunteers and all levels of staff
- Experience in managing and tracking multiple prospects and donors
- Working knowledge of current trends in charitable giving
- Demonstrated experience in MS Office, including Word and Excel

Personal Traits

- Passion for stewardship of Georgia's natural resources
- Dedication to the Georgia Conservancy's vision and mission
- Professional and courteous conduct
- Comfort level in engaging with unfamiliar individuals at events or other settings

- Demonstrated sensitivity in handling confidential information
- Highly organized
- Attention to detail

The Georgia Conservancy is a statewide, member-supported conservation organization. Our work for land conservation, environmental advocacy, coastal protection, sustainable growth and outdoor stewardship recognizes the connection between the environment, the economy and our quality of life.

This is a full-time position. Salary is commensurate with experience and qualifications.

To submit an application for this position, log onto www.ourfundraisingsearch.com and submit your resume and cover letter. If you have application questions, please email them to ourfundraisingsearch@gmail.com.