



**MOHONK PRESERVE**  
P.O. Box 715  
New Paltz, NY 12561-0715  
Visitor Center 845-255-0919 fax: 845-255-5646  
Daniel Smiley Research Center 845-255-5969 fax: 845-255-1018  
[www.mohonkpreserve.org](http://www.mohonkpreserve.org)

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**JOB DESCRIPTION**  
**DIRECTOR OF DONOR RELATIONS**

Job Classification: Department Director; Regular; Exempt

Time: Full-time – 100%

Responsibilities: Under the direct supervision of the Vice President & Chief Development Officer (VPCDO), the Director of Donor Relations is responsible for leading a multi-faceted major gift and planned giving program and is the primary staff position for cultivating, soliciting and stewarding donors/prospective contributors. Additionally, the Director of Donor Relations will help organize and oversee the Preserve's Capital and Endowment Campaigns. Works closely and collegially with the President & CEO, all Development and Membership staff, Department Directors, Program staff and Board members to ensure fundraising goals are met. Collaborates with Volunteer Programs Manager and Membership & Development Database Associate, as well as Marketing and Communications staff to meet shared goals.

Supervises: The Director of Donor Relations directly oversees and evaluates the performance of the Capital Campaign & Endowment Coordinator and Special Events Manager, and ensures they meet workplan and revenue goals.

Duties: The Director of Donor Relations (DDR) stimulates the involvement and interest of an ever-growing support base of members, donors, visitors and friends. The DDR works directly with a portfolio of prospective donors to advance their relationship with Mohonk Preserve in line with long-range fundraising strategies as determined within the Strategic Plan. Supports and advises the VPCDO in planning annual campaigns, capital campaigns, endowment giving programs, and other multi-year priorities. Manages Planned Giving and Preserver programs.

Major Gifts Cultivation (60%):

- Operates at the highest level of donor engagement to ensure the Preserve maximizes its relationship with major donors;
- Manages approximately 65-70% of the organization's portfolio of gift prospects, the bulk of whom have the capacity to give \$1,000 or more to the Preserve.
- Participates in all aspects of the gift cycle.
  - Initiates contacts with donors
  - Develops appropriate cultivation strategies for them, including working with volunteers
  - Moves potential donors in an appropriate and timely fashion toward solicitation and closure
- Makes solicitations when appropriate.
- Maintains stewardship contacts with donors; adheres to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to needs of donors.

- Leads the Mohonk Preserver Membership Program, and develops and implements impactful and meaningful engagement events to ensure the highest level of stewardship of these donors.

#### General Development (20%):

- Develops strategy for capital campaign and endowment giving programs in collaboration with the VPCDO and Capital Campaign & Endowment Coordinator.
- Oversees all aspects of the Planned Giving Program and recommends/executes outreach in partnership with the VPCDO and Capital Campaign & Endowment Coordinator.
- Solicits gifts directly; working collaboratively with Development team, Preserve staff, and Board to implement successful solicitation strategies.
- Supports donor cultivation and solicitation efforts of the VPCDO and President & CEO.
- Monitors all prospect contacts to ensure positive and purposeful prospect and donor relations.
- In conjunction with Development team, analyzes and researches donor trends and major giving potential.
- Leads donor strategy Pipeline meetings and conducts follow-up on assignments.
- Works closely with President & CEO, VPCDO, and Development Committees to ensure all aspects of annual campaign are advanced.

#### Special Events (5%):

- Provides strategic guidance to the Special Events Manager.
- In collaboration with the Special Events Manager, designs and oversees fundraising and donor recognition events, working closely with event committee members and other staff.
- Supports and actively engages in donor cultivation at special events.
- Advises on donor invitation list and event planning for all Development functions & Preserve special events, and participates in post-event follow-up.

#### Outreach (5%):

- Collaborates with Media Associate to update website with current information on various fundraising initiatives and programs.
- Works with Marketing & Communications team to develop informational materials promoting various donor programs.
- Periodically represents the Preserve at outside events.

#### Administrative (10%):

- Manages revenue and expense budget for capital campaign, endowment program, donor relations and special events.
- Attends bi-weekly management team meetings.
- Actively participates with other Department Directors in team management approach to develop and implement annual and long-term strategic plan goals, budgets and revenue goals.
- Serves as a staff representative and support for Board Development Committee and task forces.
- Attends all pertinent meetings: staff and attend quarterly Board meetings; donor strategy meetings; program committee meetings; management team; staff; and other meetings as requested.

Performs other duties as assigned by the VPCDO or President-CEO.

Qualifications:

- Bachelor's degree required.
- Minimum of five years fundraising experience with a proven track record of closing five and six figure gifts, inspiring staff and colleagues, and managing a large portfolio of prospects.
- Strong supervisory experience and ability to manage & motivate staff.
- Excellent computer skills/database knowledge (Raiser's Edge preferred).
- Demonstrated record of successful major gift fundraising and implementing large-scale fundraising strategies.
- Outstanding interpersonal and communication skills (written and oral) and ability to lead as well as function as a team member.
- Able to articulate the case for support so that individuals "invest" in the vision/mission/goals of the Preserve.
- Comfortable speaking publicly and representing the Preserve at events.
- Ability to work closely with and express a positive attitude and appreciation toward people giving their time and energy as members, donors, and volunteers.
- Driver's License required.
- Willingness to travel and work irregular hours, including some weekends, evenings, and/or holidays.
- Interest and willingness to conduct programs and events outdoors, such as trail hikes, etc.