



MOHONK PRESERVE
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www.mohonkpreserve.org

JOB DESCRIPTION DIRECTOR OF DEVELOPMENT

Job Classification: Department Director; Regular

FLSA Status: Exempt

Time: Full-time – 100%

Reports to: President & CEO

Supervises: Associate Director of Development and Grants; Associate Director of Membership and Database Administration; Major Gifts Officer; Special Events Manager; Volunteer Programs Manager. In addition, two part-time positions: the Development Associate and the Senior Manager for Government and Funder Relations.

Responsibilities:

The Director of Development is a senior-level position responsible for providing vision, leadership and supervision of the Preserve's Development department. The department's focus areas include major gifts, special events, grants, membership, planned giving, and volunteers.

The Director of Development is responsible for leading a multi-faceted fundraising and membership program that raises over \$3 million annually in support of a total organizational budget of \$5 million. Working closely and strategically with the President & CEO, Board of Directors, Development Committee, and members of the Development department, they plan and implement annual and long-range fundraising strategies and oversee all philanthropic and government support for the Preserve. They serve as the Development department team leader and are a key member of the senior Leadership Team, working in a collegial and integrated manner with all departments.

Job Duties:

Team Leadership, Management and Supervision (50%)

- The top priority of this position is to lead an experienced high-performing team, fostering teamwork and a collaborative spirit while achieving annual Development goals. The Director will provide exemplary leadership and supervision ensuring that the department is strong, engaged, supportive, and collaborative. To this end, the Director will:
 - Plan and manage the work of the department, including annual work plan goals tied to the Strategic Plan and budget for all team members.
 - Coordinate effective communication among all team members and across the organization.
 - Oversee the implementation of department work plans in the primary areas of philanthropic support:
 - Individual Donors - Working with Major Gifts Officer and President, lead the development of strategies and a workplan to identify, cultivate, solicit, and steward current, long-standing, and prospective individual major donors, including the Board of Directors. Support Major Gifts Officer and President in implementing. Develop and implement a mid-level giving program.

- Membership - Oversee Membership programs to ensure success, including achievement of annual budget goals and meaningful engagement with members with an eye towards retention, growth and conversion to charitable donations.
- Foundation Funders and Government Relations - Working with the Associate Director of Development and Grants and the Senior Manager for Government and Funder Relations, identify strategies and actions to maintain and expand the Preserve's base of foundation and government funders.
- Special Events and Volunteers - Supervise and support Special Events and Volunteer Programs staff to achieve annual success.
- Facilitate regular department meetings and hold regular individual team member check-ins.
- Prepare and submit departmental workplans, performance evaluations, and other information as needed.

Administration & Senior Leadership (20%)

- Serve as a key member of the senior Leadership Team, working in a collegial and integrated manner with all departments.
- Serve as staff lead for the Preserve's Development Committee.
- In coordination with President & CEO and the Nominating & Governance Committee, identify potential Board and Committee members.
- Attend Board and Committee meetings. As needed make presentations on relevant Development or Membership projects.
- Periodically serve on various internal task groups as needed.
- Other duties and projects as assigned by the President & CEO.

Development Strategy and Planning (30%)

- Partner with the President & CEO and all Development staff to establish a multi-year Development plan that meets the goals of the organization's Strategic Plan.
- Partner with the President & CEO and Leadership Team in the creation of the Preserve's annual Operating and Capital budgets.
- Develop a strategic annual fundraising plan aimed at achieving annual budget goals while advancing long-term growth and sustainability.
- Advance a comprehensive Planned Giving Program to cultivate long-term donor relationships and secure significant future funding through estate gifts and with a focus on endowment growth.
- Regularly collaborate with Marketing & Communications team to integrate fundraising messaging into annual work plans and take advantage of timely opportunities for messaging throughout the year utilizing Marketing & Communications annual calendar.
- Work closely with Department Directors, Program and Administrative staff to foster a culture of philanthropy and identify points of engagement for staff in the fundraising process.
- Work with key staff to ensure the Customer Relationship Management (CRM) database is maintained at the highest level of completeness and data accuracy.
- Oversee ongoing data analysis that is used to inform trends and donor strategy improvements for increased giving and the Preserve's development efforts.

Qualifications:

- Strong team management and supervisory experience which includes building and retaining engaged and cohesive teams, and skilled in providing regular and consistent support, clear objectives, expectations, motivation and feedback.
- Minimum of seven years' experience as a successful non-profit fundraiser, with a solid track record of major donor experience, overseeing large-scale and small cultivation events, managing a high-functioning team, and leading a comprehensive fundraising program.

- Bachelor's degree in nonprofit management, financial management, social sciences or a related field OR equivalent combination of education and experience.
- Demonstrated success in developing, planning and implementing large-scale fundraising strategies, such as major donor cultivation, major gift solicitation and planned giving.
- Applied understanding of basic fundraising principles and development best practices including fundraising compliance requirements and regulations.
- People person with passion for communicating and interacting with various stakeholders from diverse backgrounds and perspectives.
- Advanced computer skills required including experience with Customer Relationship Management (CRM) databases; Microsoft Office 365; remote work platforms (Teams, Zoom)
- Ability to work independently and as a member of a diverse team.
- Outstanding interpersonal and communication skills (both written and oral) and ability to lead as well as function as a team member.
- Experience working with volunteers, Board members and the public.
- Commitment to diversity, equity, inclusion, and justice to ensure that all people are respected and welcomed at the Mohonk Preserve.
- Good driving record, proof of insurance, ability to pass background check.
- Willingness to travel and work irregular hours, including frequent weekends, evenings, and/or holidays.
- Bonus skills:
 - Certified Fundraising Executive
 - Bi-lingual
 - Non-profit and/or environmental organization experience
 - Familiarity with sales and marketing strategies
 - Experience with online fundraising, email marketing, and internet research
 - Knowledge of local and national philanthropic trends and the ability to design programs for non-profit development that capitalize on those trends
 - New York State Notary Public commissioned

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