



49 Main Street • Chatham, NY 12037  
518.392.5252 • clctrust.org

## Director of Development Job Description

**Position:** Director of Development  
**Status:** Professional-Exempt, Full-time  
**Reports to:** Executive Director  
**Supervises:** Development Coordinator

### General Position Summary:

Responsible for the strategic planning, implementation, evaluation, and daily oversight of the fundraising activities of Columbia Land Conservancy (CLC.) Works closely with the Executive Director (ED,) board members, senior management, volunteers, donors, and other key constituencies to secure annual and multi-year gifts and to build long-term relationships with the community in support of the mission, programs, and services of CLC. Serves as staff liaison to the Development Committee.

### Essential Duties and Responsibilities:

Serve as a member of the CLC leadership team, maintaining high visibility within the organization and participating in the appropriate internal committees (primarily the Development Committee). Work closely with the ED and members of the senior management team to build a philanthropic culture throughout CLC. Participate in the determination of organizational goals, establish annual and long-term fundraising priorities, and effectively plan/implement appropriate development strategies.

Create annual and long-term fundraising strategies in the areas of major and planned gifts, annual giving, special events, donor stewardship/recognition, capital campaigns, and special fundraising initiatives. More specifically:

- *Create an annual major gift plan and manage the day-to-day leadership gift activities of CLC, managing assigned portfolios of major/planned gift prospects through a formal moves management system.*

- *Work with the ED and volunteer leadership in helping to strategize and manage assigned prospects. Direct planning, solicitation and follow-up for various capital, annual, and special fundraising initiatives involving leadership gift prospects. Recruit, organize, train, and direct volunteers - advising them on effective major/planned gift fundraising methods.*
- *Develop and manage a formal planned giving program on behalf of CLC inclusive of prospect identification, solicitation, and stewardship. Create an annual strategy that includes active marketing, promotion, education, and targeted collateral material development for planned gift opportunities.*
- *Manage the activities of CLC donor stewardship and recognition programs. Oversee annual, cumulative giving and legacy societies, various donor recognition/cultivation events, and other necessary programs to appropriately acknowledge donor participation and donor intent across the organization.*

Create and implement strategies to engage board members, staff, and other key constituencies in the philanthropic activities of CLC. Work closely with the ED to develop board/leadership philanthropic roles and responsibilities and provide ongoing fundraising training and orientation.

Develop and implement strategies to engage the local business community to build greater support for CLC.

Develop and implement detailed annual departmental work plan. Prepare and manage fundraising revenue and expense budgets, reporting on progress against goals on a monthly basis.

Coordinate development office operations and strategic initiatives with other departments within CLC, such as finance and communications/public relations. Create and manage development policies and procedures needed to achieve an efficient, cost effective, and donor-focused fundraising program.

Working with the Director of Operations, oversee the management of an accurate and up-to-date donor database, along with timely gift processing and acknowledgement methods and other necessary departmental office systems and record keeping procedures.

Collaborate with Communications staff to produce all necessary collateral materials related to the fundraising activities of CLC, including donor brochures, annual appeals, donor reports, campaign materials, and case statements.

Participate in appropriate community organizations to develop relationships with key constituents whose knowledge and advocacy of priority program areas is important to the CLC philanthropic mission. Maintain high visibility within the external community and serve as a liaison to community leadership.

Maintain an awareness of trends in philanthropy, with specific focus on major and planned giving, by participating in ongoing professional training and educational opportunities.

Serve on a team of CLC staff members working on private and government grant support; assist with prospect identification, planning strategy, stewardship, and external relationship management as needed.

**Education and Experience:**

Bachelor's degree (BA) from a four-year college or university with a minimum of five years of progressively responsible fundraising experience at a senior level.  
Supervisory experience a plus.

Proven success in securing major/planned gifts at the \$10,000+ level.

Ability to motivate volunteers and staff and build a coordinated, multi-faceted development program.

**Knowledge, Skills, and Ability:**

Demonstrated leadership ability

Excellent interpersonal skills

Demonstrated oral and written communication skills

Proven track record in cultivating and stewarding relationships

Ability to work with a high degree of independence as well as to work effectively within a team environment

Excellent organizational skills and attention to detail required

Proficiency with membership database software, preferably Raiser's Edge

PC and Microsoft Office proficient

Must possess discretion and maturity to handle highly confidential information

Ability to interact with both high-level donors and the public

**Physical Demands:**

Normal office duties as performed at a desk (may require long periods of sitting).  
Site visits and outdoors events require a general level of fitness including walking, hiking.

**Work Environment:**

Normal office environment, some travel required. Ten percent of work is performed outdoors.