

Wolf Ridge Environmental Learning Center

Job Description

Job Title: Development Director
Department: Administration
Reports To: Executive Director
FLSA Status: Full time, Exempt
Prepared By: Executive Director
Prepared Date: April 6, 2016
Approved By:
Approved Date:

Summary

Leads all organizational efforts to raise funds that support the programs and initiatives of Wolf Ridge. This includes prospecting, stewarding and cultivating individual, corporate and foundation gifts or grants, planned giving, annual fund coordination, and events. This position works with a team that executes development efforts for the center, including the Executive Director, Board of Directors, Education Director, Database Manager, and Marketing Specialist.

1) ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS

- Establish fundraising goals, objectives and strategies in consultation with Executive Director and the Board of Directors; participate in assessing progress toward goals; prepare annual operating plan; and submit regular reports to Executive Director.
- Collaborate with Executive Director, committees, board members and staff to develop and implement a strategic and comprehensive fundraising program that achieves the Center's mission and budget goals.
- Lead prospect research and cultivation efforts. Support staff and board in pursuing potential sources of funding from individuals, government, public agencies, private foundations and businesses to support the Center's budget.
- Collaborate with the education, facilities, sales and marketing staff to promote an organizational spirit of philanthropy.
- Provide tools and leadership for staff, board members and volunteers to engage a broad diversity of individuals in the Center's development program.
- Develop and maintain productive relationships with individuals, partner agencies and stakeholders.
- Research grant opportunities, and write grant applications and reports.
- Create and maintain systems that promote good working relationships with program staff to ensure clear and timely communication for donor submissions and reporting requirements.
- Organize and coordinate fundraising events and related activities.
- Leverage Camp Brain database to track and manage the Center's portfolio of donor relationships.
- Develop donor-related collateral, letters, emails, annual reports.
- Prepare and contribute to board reports and attend Board of Trustee meetings.
- Work with technology staff and consultants to meet the growing needs of marketing the Center's efforts relative to fundraising.

2) OFFICE SPACE AND SUPPLIES

This position is employed at a “work from home” status. The employee must supply their own computer, printer, and Internet connection, and have access to a photocopier machine (large print or copying jobs will be done by WR). WR will supply letterhead stationary and envelopes. rPrinter paper, ink and postage are reimbursable. Receipts and organizational Purchase Orders are required for reimbursement.

When working at Wolf Ridge, all the resources of the office are available, inclusive of short-term desk space.

3) TRAVEL

This position requires regular travel within the Twin City metro area, but occasionally outside that area, with periodic travel to Wolf Ridge. Mileage will be reimbursed for travel specifically related to work performed for Wolf Ridge.

4) SUPERVISORY STATUS

This position reports to the Executive Director. This position currently has no regular supervisory responsibilities. Periodic supervision of temporary and volunteer staff is required, e.g. for events. Work direction is provided by this position to the Database Manager (on site at Wolf Ridge) and the Marketing Specialist. Growth is planned for the development team, inclusive of an eventual hire to assist the Development Director as development based revenue grows to support it.

5) PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual should demonstrate the following competencies and skills:

Problem Solving - Able to deal with frequent change, delays, or unexpected events; meets challenges with resourcefulness.

Task Management - Prioritizes and plans work activities; completes projects on time and within approved budget; uses time efficiently; works diligently to accomplish duties while looking for ways to improve quality of work.

Organizational Representation - Responds promptly to needs of the organization, inquiries and requests for assistance; presents him/herself in a professional manner in dress and language; solicits donor or client feedback to improve service. Demonstrates tolerance for diversity when dealing with constituents; exhibits behavior appropriate to working with children and adults.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; comes to work on time. Exhibits an overall positive, "can-do" attitude toward work; promotes a trusting and friendly working atmosphere; dresses in a professional manner consistent with the audience or setting, representing Wolf Ridge with the highest regard.

Organizational Support - Follows employee policies and procedures; supports organization's goals and values; develops and implements cost saving measures and conserves organizational resources; ensures work responsibilities are covered when absent; responds to management direction.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Safety - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

4) EDUCATION AND EXPERIENCE

- Bachelor's degree; two to four years' related experience or training; or equivalent combination of education and experience
- Commitment to Wolf Ridge's mission; passionate about creating the environmental learners and leaders of the next generation
- Ability to identify and understand the various donor constituency groups' needs and interests
- Experience completing extensive and detailed donor prospect research and evaluation
- Success in growing donated income over time through a complimentary set of development efforts.
- Familiarity with best practices of moving donors up the ladder of giving; ability to implement and manage a multi-level donor engagement and stewardship plan
- Strength in coaching, supporting and collaborating with Executive Director and board members
- Proficiency in planning and implementing donor cultivation and fundraising events
- Proven track record of developing excellent working relationships in dynamic, fast-paced work environments
- Experience with use of a comprehensive donor database, conducting data analysis and the use of data and metrics as tools
- Preference for knowledge of the philanthropic communities within Minnesota

5) OTHER QUALIFICATIONS

Background Screening

Employment is conditional until acceptance of a favorable background screening.

Language and Math Skills

This position represents the organization when speaking or creating written work. Excellent oral and written communication skills are essential; ability to write grant requests, reports and correspondence; ability to speak publicly and deliver presentations; ability to multi-task in a variety of areas; ability to create spreadsheets containing various types of data.

Computer Skills

To perform this job successfully the employee must have a demonstrated high level of competency with the Microsoft Office Suite and database skills. Ability to learn or use Google Docs will also be required.

Certificates, Licenses, Registrations

Required: Valid Driver's License

6) PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, and reach in all directions with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds and rarely lift and/or move up to 50 pounds. Employee must be able to do repetitive typing on a computer and other repetitive tasks associated with office work and phone use. Employee must be able to travel to/from meetings, donor visits and related functions in all types of weather with their own vehicle.

7) WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position works in a home office environment with self directed time and hours. The noise level in the work environment is dictated by the employee but should usually be quiet to moderate. Time is spent at a desk in an office space when using the phone or computers. Travel in the employee's personal vehicle is required, and the employee is expected to keep the vehicle in safe and good working condition. The vehicle must be insured to the states minimum requirements for the respective vehicle. Travel during inclement weather can occur.

This position meets with all levels of individuals and entities, requiring dress and engagement that may vary from very formal to informal.

Wolf Ridge values diversity, equity, and inclusion. We strive to diversify our workforce and seek applications by individuals from all backgrounds.

8) EMPLOYMENT STATUS

This is a full-time exempt position with flexible hours and schedule. Salary is commensurate with experience. Wolf Ridge provides a comprehensive compensation package, including competitive salary, health insurance, life and long-term disability insurance, and generous vacation and retirement plan benefits. If part-time, this position will be non-exempt and hourly-based pay with no benefits.