

Audubon Center of the North Woods
Director of Development
20 hrs/week

DESCRIPTION: This is a one-half FTE position.

This position is responsible for leading the Audubon Center of the North Woods' development program through obtaining unrestricted & restricted funds from private donors, foundations and corporations. The Director of Development will be based from his/her home (Twin Cities based). The Director of Development will report to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

70% Donor Relations and Fund Development

- Responsible for soliciting gifts of \$1,000 and greater to donors
- Manage relationships with approximately 75 donors and will be expected to identify, qualify, cultivate, solicit and steward these very important friends of ACNW
- Responsible for positive donor relations
- Record donor activity and interactions with donors in our online database
- Participate in all aspects of the gift cycle:
 - Initiate contacts with potential leadership and major gift donors
 - Develop appropriate cultivation strategies for them, including working with volunteers
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure
 - Make solicitations when appropriate
 - Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors
- Focus on securing support for a set of ACNW campus-wide priorities that include program supplies, scholarship endowments, unrestricted support, facility renovations, new facilities, and facility improvements
- Utilize digital development strategies to secure funds

10% Communications & Reporting

- Participate in monthly Development Committee meetings and submit report to Executive Director for Board reports
- Create and implement development communications including appeals, thank you letters, newsletters, social media posts, public materials, etc.
- Draft biannual development column for the Audubon Center newsletter
- Oversee our Planned Giving Website (Crescendo).
- Provide accurate and timely information regarding donations to ensure gifts are appropriately recorded and acknowledged

10% Events

- Attend Audubon Center community events including but not limited to: Dinners at the Lake, Maple Syrup Day, Road Scholar programs, House Parties, Fall Fundraiser, Volunteer Work Weekends, Legacy Society Luncheon and Donor Recognition events

5% Staff Collaboration

- Work collaboratively with ACNW staff. Offer prospect strategy counsel to the Executive Director
- Recommends and assists with programming involving the Executive Director, Board Chair, Development Committee Chair and other staff as needed
- Reports to the Executive Director and works collaboratively and strategically with staff, naturalist interns, and other leaders

5% Grant Writing

- Write and submit grants as requested by Executive Director

QUALIFICATIONS & REQUIREMENTS:

- Bachelor's Degree required. Master's Degree preferred
- Five to seven years successful experience in major or planned gift fundraising, preferably in environmental issues
- Charismatic and energetic professional with a track record of building donor relationships and closing gifts in the four to five figure range
- Able to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and ACNW
- Can passionately support ACNW's mission and promote fundraising priorities through development of excellent relationships with staff, board members and volunteers
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas
- Proven track record in developing and executing cultivation and solicitation strategies
- Experience with digital fundraising strategies and other online tools
- Excellent interpersonal and writing skills
- Good computer skills and competency in Microsoft Office, Database entry, Acrobat
- Position is based from home in the Twin Cities area
- Must be willing to travel
- Self-motivated
- Ability to set and achieve measurable goals
- Experience working with a board of directors
- Preference given to experience with environmentally-focused organizations

COMPENSATION:

- Starting Wage of \$30/hr
- Employer Simple IRA 3% match
- Cell phone stipend
- Mileage and travel expenses covered by employer

The mission of the Audubon Center of the North Woods is to instill a connection and commitment to the environment in people of all communities through experiential learning