



## **Barnstable Land Trust Job Announcement**

### **Director of Development**

**2/7/2022**

Barnstable Land Trust is a community supported non-profit organization working to conserve land and other natural resources in the Town of Barnstable and nearby areas.

We seek a part-time, experienced and results-oriented Director of Development to join our team. The Development Director holds a central leadership position at BLT, ensuring the financial stability and growth of the organization. Candidates should have a strong belief in and support for land conservation. We are looking for an individual to plan and implement development strategies, from membership and major donor giving to land and stewardship campaigns. Self-motivation, flexibility, and the ability to build relationships are key to this role. This leader will be an enthusiastic ambassador, a detail-oriented manager, and collegial team member.

The role reports to the Executive Director and manages the work of two part-time development staff. The role is supported by a Development Committee and other volunteers.

Barnstable Land Trust provides a supportive, creative, and motivating work environment. Our organization is in an exciting period of growth and looking to fill a critical position being left open by a retiring long-time staff person.

#### **Development Responsibilities**

- Lead the creation and execution of annual development work plans and operating budgets;
- Track and respond to income flow throughout the year to ensure budget goals are met
- Lead and execute campaigns for land conservation and stewardship projects;
- Pursue foundation grants for capital, operations, and special projects funding;
- Coordinate planning and execution of annual-giving appeals, major donor and new member acquisition;
- Plan and oversee the implementation of donor stewardship and cultivation events and other member and donor-engagement activities;
- Support the Executive Director and Development Committee in fundraising and donor cultivation;
- Develop and maintain business sponsorships to support events, meetings, land stewardship and preservation opportunities;
- Develop and execute a planned giving program;

- Understand and comply with all federal and state laws and regulations and all professional standards and best practices related to development.

### **Organizational Responsibilities**

- Oversee and manage work of development assistant, development coordinator and volunteers;
- Oversee, create, and analyze donor prospect lists, conduct prospect research;
- Communicate by phone, email or in person with BLT's donors;
- Oversee database management and reporting, as well as membership and appeal campaigns;
- Oversee gift entry, gift reporting and reconciliation with finance team and other members of the development program;
- Compile reports as needed for Executive Director and Development Committee.

### **Qualifications**

- Bachelor's degree and eight to ten years' experience in development, or equivalent combination of education and experience;
- Proven skills in development, fundraising, team building, and program implementation;
- Successful experience in annual giving, major gifts, grants, corporate support, capital campaigns, planned giving, and donor engagement;
- Experience in event planning and project management;
- Excellent verbal skills in small and large groups;
- Ability to interact with a wide variety of people and develop positive relationship;
- Proficiency with computer applications, including donor-database management (Little Green Light, Stripe, and MS Office preferred);
- Collaborative, facilitative style and strong organizational skills;
- Ability to write reports, proposals, outreach materials, correspondence, and work plans;
- Connections to Cape Cod and Barnstable preferred;
- Willingness to commit to leading department for 3-5 years preferred.

This position reports to the Executive Director and coordinates with the Director of Communications. Compensation is commensurate with experience for a part-time (approximately 20 hours/week) role. Position open until filled. Preferred start mid-April. Send cover letter and resume to Janet Milkman, Executive Director at [janet@blt.org](mailto:janet@blt.org). No phone calls please.