

LEGACY LAND CONSERVANCY

JOB ANNOUNCEMENT: Director of Development and Communications

Overview: Development Director oversees the management of all development, marketing and communications activities and is responsible for ensuring the availability of sufficient financial resources for the fulfillment of Legacy's mission. Legacy Land Conservancy has approximately 1,000 recurring contributors; 100+ major donors and an annual operating budget of approximately \$750,000. The Development Director will also be responsible for managing the public phase of a \$5 million capacity building campaign. Other responsibilities include representing the organization to the public and working with the Board of Directors and Board Committees.

Reports To: Executive Director

Hours of Work: Full Time. 9:00 – 5:00, Monday – Friday. Some evenings and weekends and local travel will be required.

Responsibilities:

- Develop and manage strategies designed to meet the organization's financial goals, over both short (one year) and mid (five-year) term.
- Oversee annual giving, including developing target mailings to prospective donors and secure and retain contributors.
- Identify and cultivate new major donors and continue to cultivate and strengthen relationships with existing major donors, including foundations. Engage Executive Director, board members, and others as appropriate.
- Work directly with the Development Committee to manage the public phase of an ongoing \$5 million capacity building campaign which includes project-specific fundraising campaigns.
- Research and cultivate grant-making opportunities and assist program staff in responding to foundation grant requests.
- Coordinate occasional special events, including donor cultivation activities, donor appreciation events, and larger fundraising events.
- Oversee Legacy Society planned giving efforts and coordinate activities.
- Serve as staff liaison to Development, Marketing and special event committees. Generate timely and accurate reports on fundraising progress.
- Supervise all communications and public relations efforts, including newsletters, annual report, website, email, social media, press releases and other areas as needed. Maintain brand integrity.
- Supervise development, marketing and communications support staff.
- In cooperation with Operations staff, oversee donor and gift record-keeping, maintenance of the donor database, gift acknowledgements and gift processing.
- Maintain and cultivate relationships with vendors as needed.

Job Skills and Requirements

- Bachelors degree and 3-5 years fundraising experience
- Proven track record of successful fundraising campaigns and major gift development
- Non-profit experience or clear understanding of non-profit organizations
- Experience in working with boards, committees and/or volunteers
- Experience supervising development and communications staff
- Superior written and oral communications skills
- Ability to analyze and synthesize donor and organizational information for use in developing fundraising strategies
- Strong planning skills. Ability to conceptualize, organize, implement and manage a variety of projects
- Friendly, outgoing personality with strong interpersonal skills
- Ability to work well in small team/office environment
- Proficient computer skills in Microsoft Office suite, and experience with fund development, donor management, newsletter and webpage design software a plus.
- Valid Michigan driver's license and reliable transportation.
- Enthusiasm for work and mission
- Flexibility and a sense of humor

The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. Legacy reserves the right to modify or change the duties and essential functions of the job at any time.

Compensation

Development Director compensation will be commensurate with qualifications, experience and industry standards. Includes a generous benefits package.

Legacy Land Conservancy

Legacy Land Conservancy is an accredited land conservancy founded in 1971 to protect the forests, fields, wetlands, and rivers of southern Michigan. Serving Washtenaw and Jackson counties, Legacy's mission is to protect local nature and farmland, today and forever. To date, Legacy has protected 112 properties totaling 6,000 acres of land, including six nature preserves that are open for all to enjoy. More information: www.legacylandconservancy.org.

To apply

Respond with résumé, cover letter, and salary requirements by **February 13, 2015** to:

Erika Taylor
Operations Manager
Legacy Land Conservancy
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Ann Arbor, MI 48104
or admin@legacylandconservancy.org (email subject line: Development Director)