



WOODS HOLE RESEARCH CENTER

DIRECTOR OF DEVELOPMENT JOB# DDEV12

SUMMARY

Woods Hole Research Center (WHRC) is seeking candidates for the position of Director of Development (DD). WHRC is an acclaimed leader in addressing the great, global environmental issues of our time through science and policy. Located on a 10-acre campus near the village of Woods Hole, WHRC has an annual operating budget of about \$11 million, and its scientific staff focuses on understanding and protecting the world's forests and ecosystems and addresses the most crucial issues of global climate change, with projects in North and South America, Africa, and Asia. The DD works closely with the President to ensure financial stability through fundraising and constituent development.

Position Description

The DD is responsible for all aspects of fundraising and reports directly to the President. The successful candidate will lead a sophisticated fundraising enterprise that will ensure substantial long-range philanthropic and private foundation support for the WHRC mission and programs, with high priority given to recently developed plans for the Annual Fund, Major Donors' Campaign, and Planned Giving. The successful candidate will define and implement a clear communication strategy for cultivating and stewarding current and prospective donors, expand private foundation support, and provide guidance to the staff and members of the Board of Directors to assist in Development activities.

Responsibilities

- Support President in all fundraising appeals, visits and donor cultivation
- Work with President to create, lead and evaluate successful development strategies
- Execute annual development plans and meet targets
- Supervise and work as a team member with other development staff on all fundraising activities
- Provide leadership and oversight for Development team, and delegate responsibility regarding event planning, the Annual Fund, and database management.
- Work closely with Nominating Committee of the Board of Directors to identify, cultivate and steward new Board Members
- Coordinate development work with the Director of Communications, including marketing and branding materials
- Cultivate, steward, and secure gifts from current and prospective major donors
- Execute the planned giving program
- Expand foundation support and identify grant opportunities; assist with foundation proposals
- Identify and secure support for corporate gift and sponsorship opportunities
- Plan and manage endowment and capital campaigns
- Serve as staff liaison for the Development Committee of the Board of Directors
- Guide staff and Board of Directors in development activities

Qualifications

- BA required
- Proven track record in securing major gifts
- At least 10 years' professional experience and demonstrated success in a non-profit development function
- Excellent working knowledge of Raiser's Edge database management
- Proven ability in managing and forging relationships with multiple donor sources
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent written and oral communication skills
- Proven ability to influence and engage a wide range of donors and build long-term relationships
- Strong organizational skills
- Flexible and adaptable style
- Positive leadership to impact both strategic and practical fundraising initiatives
- Ability to work both independently and with others, engaging as a team player at varying levels within and outside the organization
- High energy and passion for the WHRC mission
- Demonstrated ability in constructing, articulating and implementing annual strategic development plans

Application Deadline: October 31st, or until filled. **Desired Start Date:** January 2013.

Salary Range: Commensurate with experience, with full benefit package.

Application Instructions: Please refer to **Job# DDEV12** and email cover letter, curriculum vitae, and contact information for three references to: jobopenings@whrc.org

The mission of the Woods Hole Research Center is to advance scientific discovery and seek science-based solutions for the world's environmental and economic challenges through research and education on forests, soils, air, and water. Our scientists combine analysis of satellite images of the Earth with field studies to measure, model, and map changes in the world's ecosystems, from the thawing permafrost in the Arctic to the expanding agriculture regions of the tropics. We merge natural science with economics to discover sustainable paths for human prosperity and stewardship of the Earth's natural resources. Equal Opportunity Employer.