



AUDUBON SOCIETY OF RHODE ISLAND

JOB ANNOUNCEMENT

Position Title: Development Director
FLSA Status: Regular, Part-time, Exempt
Starting Date: February 1, 2016

Summary of Position:

Working in close partnership with the Executive Director, Sr. Director of Advancement and the Board of Directors, the Development Director performs the key role in raising major gifts from individuals and corporations in both philanthropic giving and sponsorships. The Development Director will create, implement and maintain a consistent individual and corporate giving program that will meet specific goals in order to enable the Audubon Society to fulfill its mission as a leader in environmental advocacy, conservation and education.

The Development Director assists in the creation and implementation of strategies for the ongoing cultivation of donors capable of major gifts. This position works on a variety of activities such as providing information to prospect, drafting proposals, donor correspondence and sending acknowledgements.

The Development Director utilizes the development database system (Raiser's Edge) to update donor information, produce reports, perform analysis, track and cultivate donors. This position also assists in cultivating and soliciting donors through meetings and special events. There is frequent interaction with staff throughout the program, as well as donors, board members, volunteers and vendors.

Duties:

- Develop and maintain a major gift prospect list and secure major gifts \$1,000 and higher by personally contacting and developing relationships with prospective donors, developing proposals for consideration, stewarding donor relationships and involving donors.
- Position is responsible for maintaining a 75+ donor portfolio with a goal of \$350,000+.

- Craft strategies to move mid-tier donors (\$250-\$999) to higher giving levels.
- Create donor lists by coordinating and conducting ongoing screening of individual, corporate, and other donors.
- Maintain donor database by recording all cultivation/stewardship/solicitation/gift activities of donors and campaigns.
- In conjunction with the Executive Director and Senior Director of Advancement, manage Audubon's Leadership Group, a philanthropic group of \$1,000+ annual donors.
- Assist the Executive Director and Senior Director of Advancement to identify, research, cultivate, and steward the Hawkes Legacy Circle, a program that cultivates and stewards planned giving donors.
- Organize and coordinate 5-7 “show and inspire” tours along with other Hawkes Legacy Circle affiliated activities.
- Assist, as needed, with new member identification, cultivation, stewardship, record keeping, event production and other miscellaneous items that may arise.
- Ensures team goals are met by establishing working relationships and standard operating procedures with Audubon staff and departments.
- Other duties as assigned by the Senior Director of Advancement.

Knowledge/Skills:

- Bachelor’s degree in marketing, communications or related field and 2-3 years related work experience or equivalent combination of education and experience. Fundraising experience required.
- Ability to use existing technology to achieve required results including word processing, spreadsheets and Raiser’s Edge software.
- Successful experience in managing and tracking multiple prospects and donors.
- Knowledge of current trends in charitable giving, particularly in the areas of corporate philanthropy, major gifts and planned giving.
- Successful experience in asking for and closing major gifts and building as well as maintaining long-term relationships with fundraising constituents.
- Ability to implement and direct fundraising initiatives including individualized cultivation, solicitation and recognition strategies.

Responsibility:

- Work in a team to complete projects.
- May work with and direct volunteers, interns, or temporary staff.
- Financial responsibility, which may include working within budget to complete projects

to meet fundraising goals.

- Participate with Audubon development team to cultivate, solicit, close and manage gifts from individuals and corporations that are appropriate to the ASRI mission.
- Work closely with Audubon staff, board of directors and members to coordinate effective and productive fundraising activities.
- Maintain a gift and solicitation database and provide regular reports on activities to the Director of Advancement.

Communications/Interpersonal Contacts:

- Demonstrated experience using effective interpersonal skills, listening, diplomacy and tact to build strong professional relationships and motivate prospects, donor, staff and volunteers.
- Ability to verbally communicate an inspired vision or sense of purpose along with possessing strong writing and presentation skills
- Ability to analyze information to coordinate efforts, planning and implementation of projects.
- Ability to present clear and concise information in both written and oral form to prospects, donor, staff and volunteers.

Working Conditions/Physical Effort:

- Work requires some physical exertion and/or physical strain. Work environment involves only occasional exposure to disagreeable elements.
- Work requires occasional evening and weekend work, occasional travel within state, and use of personal car.

Interested and qualified individuals should forward their resume by email to: Tony Caparelli at tcaparelli@asri.org. Submission deadline: January 22, 2016.

Audubon Society of Rhode Island is an Equal Opportunity Employer

Audubon Society of Rhode Island is an independent 501c3 organization. Our mission is the protection of birds, other wildlife and their habitats through conservation, education and advocacy. We are the state's largest private conservation land trust and are widely recognized as the premier provider of environmental education and environmental advocacy in Rhode Island