



## Audubon Society of Rhode Island

Title: Director of Development

Reports to: Executive Director

Status: F/T salaried exempt

Salary: \$70,000 - \$80,000, commensurate with experience

Audubon Society of Rhode Island seeks a dynamic and strategic leader to drive the fundraising individual, foundation, and corporate fundraising efforts. The position will serve on the management team. He/she/they work across departments to accomplish Audubon's goals.

**Our Mission:** The mission of the Audubon Society of Rhode Island is to protect birds, other wildlife, and their habitats through conservation, education, and advocacy for the benefit of people and all other life.

Climate change has emerged as a principal priority of the Audubon Society of Rhode Island. Our partnership-based approach to policy, advocacy, education, biodiversity, and conservation has been critical to our success. We seek a motivated colleague with a strong track record of building relationships with individuals, foundations, corporations, and others, engaging them in the work of our organization and earning their financial investment.

The Director of Development will create and implement a program to manage relationships with existing donors and new prospects. They will work collaboratively with the Executive Director and other staff to execute an overall strategy for individual, corporate, and foundation support. An ability to clearly communicate our organization's mission is key. The Director of Development will energize staff, inspire members and prospects, and work to expand and strengthen support from our community.

The Director collaborates with Audubon's Fund Development Committee to implement the organization's strategic plan.

### **Essential Functions and Responsibilities:**

#### **Develop and Implement a Strategic Fundraising Strategy**

- Creates a yearly fund development plan with the Executive Director to direct the efforts of the organization to meet and exceed the revenue goals of the organization;
- Implements funding priorities, a prospect pipeline, relationship management plans, and engagement opportunities for both cultivation and stewardship;
- Support the Executive Director's work with major donors.

#### **Donor Cultivation and Stewardship**

- Participate in each step of the donor pipeline, including identification, qualification through research, cultivation, request for support, stewardship, and recognition;
- Ensure robust acknowledgment of donors through public and private recognition;
- Help steward and grow our Hawkes Legacy Society and 1897 Society of major donors;
- Help donors accomplish philanthropic goals through a relationship with our organization.

*Connecting People With Nature*

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## **Recruit and Train a Volunteer Fundraising Effort**

- Provide training, encouragement, and assistance to board and staff for their solicitations;
- Collaborate with staff and donors to enhance connections and create greater fundraising and outreach possibilities.

## **Grant Research and Writing**

- Develop and cultivate relationships with key stakeholders;
- Maintain proficient knowledge of the organization's history and programs;
- Identify grant funding opportunities in collaboration with staff and board;
- Write, submit, and manage grant proposals;
- Furnish prospective funders with supporting documents;
- Collaborate with the Executive Director to promote on-site tours.

## **Financial Oversight and Budgeting**

- Develop and maintain income and expenditure tracking and evaluation systems to ensure the Fundraising Department is kept within budget.

## **Fundraising and Special Event Management**

- Manage the execution of special events with staff and volunteers;
- Engage corporate and individual sponsorship to support events.

## **Qualifications:**

- A minimum of three years of experience of fundraising experience in a nonprofit environment, with the ability to articulate strategies for soliciting and cultivating gifts, sponsorships, and grant writing;
- Excellent written and verbal communication skills; ability to deal effectively with a wide range of audiences, including the media, legislators, technical specialists, and the general public;
- Familiarity and comfort with computer programs such as Microsoft Office, Teams, donor databases (Raisers Edge preferred), and other online tools and online engagement;
- Ability to relate to and seek input from a diverse range of people and exercise cultural competence and inclusion with the ability to promote, embrace, and respect ethnic, cultural, and linguistic diversity and to accommodate physical and intellectual disabilities.
- A flexible schedule with the ability to work weekend/evening hours for events and meetings when necessary is required.

## **To Apply**

Audubon is committed to representing Rhode Island's diversity in our staff, volunteers, boards, and membership and creating a positive, inclusive workplace culture where all can thrive. We encourage anyone who is interested in this role to apply, regardless of whether you think you meet all of the qualifications. The top candidates will have their own unique perspectives, experiences, and backgrounds.

The position offers comprehensive healthcare, paid leave, 401(K) retirement plan, professional growth opportunities, and a supportive community that values your contributions.

Please send one pdf attachment including these two elements: 1) Cover letter expressing why you are a candidate for this position with your commitment to protecting nature and how this position aligns with your professional career goals. 2) Your current resume to: [careers@asri.org](mailto:careers@asri.org) subject line "Director of Development."