

# Position Announcement

Position: DEVELOPMENT DIRECTOR

Reports to: Executive Director

Hours: Flex Hours - Negotiable

Salary: Negotiable

Close Date: Until Filled

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## JOB SUMMARY

Under the supervision and with support of the Executive Director, the employee will coordinate all aspects of implementation, evaluation and adaption of development strategies to meet annual fundraising goals. Individual and corporate giving will be the primary focus. The employee will be in a support role for administration, reporting, and financial tracking of existing grants, as well as new grant proposal opportunities that may arise.

The Development Director is the frontline fundraiser for the organization. The ideal employee would draw upon existing enthusiasm and participation in our many programs, events and activities; and translate that engagement into the currency required to maintain and expand those programs, to the benefit of the river and the communities that rely upon it. The employee would cultivate existing funding sources, while identifying and engaging new potential sources to generate durable philanthropic support.

## POSITION RESPONSIBILITIES

### ***Essential Duties:***

- Become knowledgeable of the RRWC programs.
- Develop and implement an annual fund-raising plan in partnership with the Executive Director to deepen relationships and to achieve solicitation and revenue goals.
- Advance knowledge of the RRWC community and its supporters. Develop a network of supporters and boosters.
- Further develop donor material as appropriate.
- Engage traditional media to expand the RRWC profile.
- Employ social media to do the same.
- Prepare letters and proposals; execute solicitations.
- Meet with and recruit support from individuals, groups and corporate giving contacts.

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- Learn various benefits and tax implications for contributions to RRWC and convey that information to donors.
- Expand donor acknowledgement and volunteer/steward recognition
- Plan, manage, implement, and evaluate all aspects of an annual funding campaign.
- Coordinate River Raisin Watershed Council's mission and programs to integrate seamlessly with existing and potential partners and donors.
- Inspire donor prospects with your enthusiasm, persuasiveness, and program knowledge to validate philanthropic support.
- Lead, manage and ensure execution of all key fundraising events.
- Professionally represent the River Raisin Watershed Council within the fundraising community and the community at large.
- Develop additional fundraising programming to increase donor opportunities and potential access points.

***Important Duties:***

- Develop funding support from foundations, corporations, public sector funding sources, and individuals to support an annual budget of over \$100,000.
- Provide support for grant application processes, updates, and grant reporting on a quarterly basis.
- Provide support to the RRWC Board's Development Committee as the member responsible for coordinating Development Committee meetings, providing support to the Committee Chair and preparing regular Development Committee reports on the status of grants applied for, grants denied, and grants received.
- Collaborate with the River Raisin Watershed Council's members and volunteers as needed to promote and support local initiatives.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Willingness to appeal to individuals and businesses for commitments.
- Excellent written and verbal communications skills.
- Ability to engage and develop professional relationships.
- Ability to relate with diverse communities, urban and rural, within the watershed.
- Knowledge of the area; its people, culture and communities.

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## POSITION QUALIFICATIONS

- Bachelor's degree or equivalent experience in development, marketing or business development.
- Experience, including measurable success in nonprofit development roles.
- Proven track record of creating and executing effective fundraising strategies from diverse revenue streams from individuals, foundations, and corporations.
- Ability to plan and execute special events.
- Expertise in donor database systems, high-level of skill using Google Suite products, and/or Microsoft Suite.
- Knowledge of the River Raisin communities, culture and social networks desired.

## POSITION COMPENSATION, TIME, AND CLASSIFICATION

- Flex hours, negotiable.
- Salary - Negotiable.
- Depending on terms, this position includes an attractive benefits package including comprehensive health package, including medical, dental, life, and short-term disability insurance, and a 401k retirement savings plan .
- Flexible time-off and remote working opportunity. Autonomy.
- Fun, supportive, and hard-working team environment.
- Position will be based out of River Raisin Watershed Council's Office in Adrian, MI.
- The anticipated start date for this position is **August 15, 2021.**

**Send or email resume and cover letters to:**

Stephen R. May, Executive Director  
320 Springbrook Ave Suite 102  
Adrian, MI 49221  
[steve.may@lenawee.mi.us](mailto:steve.may@lenawee.mi.us)

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