



**JOB ANNOUNCEMENT: DEVELOPMENT DIRECTOR (FULL-TIME)  
APRIL 2017**

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The Monadnock Conservancy, a nonprofit conservation land trust serving the beautiful Monadnock Region of southwestern New Hampshire, seeks a talented and experienced development director to join a staff of seven in our Keene, NH office.

Founded in 1989, the mission of the Monadnock Conservancy is to work with communities and landowners to conserve the natural resources, wild and working lands, rural character and scenic beauty of the Monadnock region. We care for our conservation lands, and we engage people in ways that strengthen their communities and their connections to the land. Every year we help conserve hundreds of acres of the forests, farms, wildlife habitat, trails, and waterways that define our region's unique rural character. As the first land trust in New Hampshire to be accredited by the Land Trust Accreditation Commission (in 2008), we have protected nearly 20,000 acres in 26 towns since 1989, and we deliver a host of recreational and educational programs throughout the year. Our operating budget for 2017 is \$760,000.

The development director plays a central role in achieving the financial objectives of the Monadnock Conservancy's strategic plan and annual work plans. Under the direction of the executive director and collaborating with our dedicated board of trustees, the development director leads the creation and implementation of annual fundraising plans and supervises the communications manager and all fundraising support duties of the office manager. He or she also manages the portfolio of current and prospective major donors, serving as primary organizational contact for some and overseeing members of the board and the executive director in their relationships with others. Two staff positions report to the development director: the office manager and the communications manager.

Specific Responsibilities Include

- Lead and manage the development program to, in partnership with other staff, raise approximately \$400,000 in unrestricted gifts and grants per year, with continued incremental growth in future years.
- Create and implement annual and long-term *major giving* plans and strategies for restricted and unrestricted gifts, including strategic moves management of existing donors and expansion of the major donor pool. Document new processes and assess effectiveness regularly.
- Identify, increase, cultivate, and nurture relationships with current and potential *major donors*, including direct solicitation of gifts.
- Create and direct implementation of annual and long-term *member-level* giving plans and strategies for unrestricted gifts, including strategic expansion of the donor pool. Document new processes and assess effectiveness regularly.
- Direct and supervise the office manager's administrative support of major-donor and member-level giving programs, which includes producing mass mailings, processing incoming gifts, and generating acknowledgement letters.

- Working closely with program staff, plan and lead individual fundraising campaigns for specific land protection projects, special programs, and growth in long-term reserve funds, with emphasis on individual major giving, private foundations, and businesses.
- Direct and supervise the communications manager to ensure strategic integration and consistency of development and communications programs.
- Direct selected staff and board members in their cultivation of major donor relationships and major donor solicitation, including providing support and training and ensuring accountability.
- Identify, increase, cultivate, and nurture relationships with current and potential foundation donors, including some writing of proposals and reports and/or advising other staff on grant writing.
- Plan and execute, in collaboration with other staff and the board, major donor events.
- Promote and achieve growth in the Monadnock Forever planned giving program, including fulfilling requests for more information and helping donors and their advisors to plan gifts. Serve as chief in-house knowledge base on planned giving.
- Identify, increase, cultivate, and nurture relationships with current and potential major business sponsors.
- Other responsibilities as agreed upon.

#### Minimum Qualifications

- 3-5 years of senior nonprofit development experience, with emphasis on individual donor relationships and programmatic growth.
- Proven track record of achieving annual revenue targets consistent with the aforementioned Monadnock Conservancy goal.
- Demonstrated ability to prospect, cultivate, and manage new donor, foundation, and business relationships.
- Thorough understanding of all components of a diversified funding base.
- Awareness of and experience with planned giving.
- Demonstrated ability to think strategically and link development outcomes to short- and long-term organizational objectives.
- Proven ability to inspire and lead others, particularly those reluctant to engage in fundraising.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- Strong appreciation for, and commitment to, the power of storytelling and listening in developing relationships.
- Warm, trustworthy, and confident demeanor. Open, critical, and humble mind. Respect for opposing viewpoints.
- Appreciation for the importance of diverse community engagement and broad public support to successful nonprofit organizations.

- Resourcefulness, self-initiative, drive, and ability to work both independently and collaboratively.
- Personal passion for land conservation, the environment, rural communities, and/or the outdoors. Strong appreciation for, and commitment to, the mutual health and interdependence of both human and natural environments.
- Good computer skills and knowledge of donor database programs or the proven ability to acquire functional knowledge of unfamiliar databases.
- Patience and sense of humor.

#### Desired Qualifications

- Familiarity with land conservation tools and land trust operations.
- Willingness to use the outdoors (hikes, walks, canoeing, etc.) as a tool and venue for donor cultivation; basic outdoors skills and confidence.
- Familiarity with the geographic, cultural, and philanthropic landscape of the Monadnock region of New Hampshire.
- Experience in gifts of real property, especially land.

#### Working conditions

Work will be based out of the Monadnock Conservancy office in Keene, with frequent day trips around the region for donor visits and events. Dependability and regular in-office attendance are mandatory. Occasional coverage of evening and weekend events and meetings may be required (average 2-4 days per month). Regular local travel and a personal vehicle are required.

#### Compensation

The position is full-time and salaried. Starting salary range is \$57,000-\$63,000/year, commensurate with experience. Benefits include group health insurance, retirement plan eligibility, and employer-paid term life and disability insurance.

#### **To Apply**

Send a resume, cover letter, and three professional references **by May 12, 2017** to: [development.director@monadnockconservancy.org](mailto:development.director@monadnockconservancy.org). The target start date for this position is early June or sooner.

The Monadnock Conservancy is an Equal Opportunity Employer. All decisions to recruit, hire, promote and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disabilities, or veteran status. [www.MonadnockConservancy.org](http://www.MonadnockConservancy.org)