



## Development Director Position Description, full time

The Development Director position is 40 hours/week, year round.

### **SUMMARY**

The Development Director (DD) will be responsible for the organization's fundraising, marketing, and communications. The DD works with the Executive Director (ED) and collaborates closely with the Board Chair, committees, staff, trustees & other volunteers. We are looking for a candidate who is passionate about conservation in the Deer Isle-Stonington Community, committed to the mission of Island Heritage Trust, and who is experienced with cultivating donor relations.

### **QUALIFICATIONS/SKILLS**

The ideal candidate will have a Bachelor's degree or higher with 3-5 years of experience with non-profit development, specifically in fundraising, marketing, and outreach. The candidate will be well organized with strong time and program management skills. Excellent verbal and written communication skills, ability to pay attention to detail, manage multiple priorities, and strong interpersonal skills are also key components of the position. Candidate should have competency in Microsoft Office, social media platforms, and experience with database programs. Proficiency with Adobe products such as Photoshop, InDesign, and Illustrator, and other specialized land trust software are preferred.

### **DUTIES**

The Development Director is responsible for planning, organizing and directing all IHT fundraising, marketing, and outreach with the understanding that these actions result in significant financial support for the organization and its programs. Responsibilities include, but are not limited to:

- Planning and implementing fundraising campaigns, including setting goals, producing fund development materials, and analyzing campaign results.
- Cultivating donors through our Major Donor Program, Heritage Society (planned giving), Luna Society (recurring gifts), and Business Memberships.
- Encouraging increased giving by donors, and recruiting new donors.
- Coordinating with Development Committee, Hospitality Committee, Program Committee, and board about special donor outreach and fundraising events; maintaining marketing, branding, and image interests.
- Working with the Development Committee, ED and Board Chair on annual fundraising goals, and training Trustees for active involvement in fundraising.
- Coordinating Staff and Board relationships with donors to ensure communications and interactions move forward with a singular, coordinated purpose.
- Maintaining donor database for the purposes of efficient data entry, management, and creation of reports and analysis.
- Ensuring all donor acknowledgments are prompt, thoughtful, and meet all IRS and Accreditation requirements.

- Identifying, applying for, and securing grant funding from foundations and other entities as agreed upon with ED. Follow through with grant reports and communication with grantors.
- Planning and executing capital campaigns with ED, Board Chair, and Development Committee.
- Working with ED and staff to maintain brand on all signage, materials, letters, etc.; Train new Volunteers and Trustees on IHT branding and “voice.”
- Responsible for creating messaging and outreach materials: work with volunteers or independently on biannual newsletters, Walks & Talks brochure/programming, e-newsletter, social media, and newspaper, ads in community media, environmental education programs, Farmer’s Market table, and more.
- Working with Stewardship on Preserve Outreach Materials, Signage, etc.
- Working with Education on Outreach Materials and promoting the Education Program.
- Working with Communication Committee on strategies for Newsletters, E-blasts, Publicity, relationships with local Papers.
- Working with Office Manager on Social Media posts (Facebook/Instagram), E-blasts.

**Submit a cover letter, resume, and three references with contact information for immediate consideration.**

Applications can be submitted in person, by email, or by mail to contact information below. Please have all parts be submitted in one document (PDF).

Start date is ASAP; position will remain open until a suitable candidate is found. For questions, or more information contact:

**Paul Miller**, *Executive Director*  
 Island Heritage Trust  
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*Island Heritage Trust is a small non-profit, contributing to the well-being of the island community by conserving its distinctive landscapes and natural resources, maintaining public access to valued trails, shoreline and islands, and by providing educational programming for all ages.*