



The Wilderness Center is one of Ohio's most established conservation-based organizations and is currently undergoing a strategic visioning process to create a bold and viable future. The Wilderness Center's mission is to engage our community in conservation through action and education.

**Position:** Director of Development

**Reports to:** Executive Director

**Position Type:** Full Time, exempt. Benefits include health, vision, dental, life & long-term disability insurance, paid time off (vacation, sick and holidays), and a 401(k) match up to 5%

**Overall Responsibilities:**

As a member of the Leadership Team, the Director of Development is responsible for overseeing The Wilderness Center's individual, institutional, and special event development programs to maximize its contributed revenues. Working collaboratively with the Executive Director, Development Team, Leadership Team, Board of Directors, and other staff, he/she develops and coordinates strategic short and long-term fundraising and fund development plans; researches, cultivates, and solicits funding sources, including individuals, foundations, corporations, and government agencies; creates and directs a robust donor stewardship program; prepares reports for the executive director, leadership team, board and funders; oversees other fundraising and development efforts, including special events, corporate sponsorships, the planned giving program, and capital or endowment campaigns; and provides training and direction to the board, staff, and volunteers to secure their participation in the fundraising and development process.

**Primary Duties & Activities:**

- Oversees all areas of development and ensures that all fundraising activities are consistent with The Wilderness Center's overall mission, strategic goals, and programs
- Works collaboratively with the Executive Director, Board of Directors, Development/Marketing Committee and staff to develop and implement fundraising strategies to realize fundraising goals in multiple areas: major gifts, annual giving/membership, foundation and government grants, corporate sponsorships, special events and planned giving. (Fundraising goals for FY 23 \$750,000).
- Establishes and maintains warm relationships with the Board of Directors; major donors; representatives of foundations, corporations and government agencies; and donor prospects
- Conducts research, creates and coordinates cultivation processes, participates in face-to-face solicitations as needed, and oversees donor stewardship activities

- Prepares, implements and adheres to an annual fundraising plan, budget and schedule to realize strategic and measurable goals for the individual, institutional and special event development programs
- Supervises the Membership & Development Manager, Grants Manager, and Marketing Coordinator.
- Works closely with other staff to identify, package and develop fundable programs and related budgets
- Oversees maintenance of the donor database, donor records and fundraising policies
- Works with the Executive Director, board members, relevant staff and/or consultants to develop and oversee special fundraising campaigns
- Provides staff support for the Development/Marketing Committee, Strategic Visioning Leadership Team, and special committees/teams as needed
- Provides fundraising training to board, staff, and volunteers as appropriate
- Develop and implement a major donor giving program including Foxfield Preserve Legacy members
- Other duties as assigned

**Position Requirements:**

- Minimum four-year college degree; Master's degree preferred
- At least five years of fundraising and management experience
- Demonstrated success in securing support from individuals and institutional funders, experience with planned giving and capital campaigns a plus
- Ability to represent The Wilderness Center to its supporters and constituents with enthusiasm and professionalism
- Proven people skills; ability to work with a wide variety of personalities as a team player and leader
- Excellent communication skills, both written and verbal; grant writing experience preferred
- Experience working directly with boards, committees, staff, and consultants
- Supervisory experience required, preferably with both staff and volunteers
- Familiarity with the Northeast Ohio philanthropic and corporate communities preferred
- Strong computer skills required including familiarity with Word, Excel, PowerPoint and donor databases (Neon CRM)
- Ability to work in an evolving setting
- Flexibility to work evenings and weekends as needed
- Commitment to The Wilderness Center's mission, principles and values, and appreciation for the environment and education
- Must possess a valid driver's license and must have own vehicle
- Ability to pass a criminal background check

The Wilderness Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a special disabled veteran in the administration of any of its employment related policies and practices.