



*Sharing the
joys of nature
for 125 years*

Job Title: Director of Development, Full-time

The Director of Development is responsible for planning, organizing, and directing all fundraising including, the major gifts program, annual fund, planned giving, special events, grants, and capital campaign for The Connecticut Audubon Society. The Director works closely with The Executive Director, Regional Directors, and the Board of Directors, including Regional Boards, in all development and fund raising endeavors.

QUALIFICATIONS:

- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Must embrace the mission of protecting Connecticut's birds, other wildlife, and their habitats through conservation, education, and advocacy.
- Strong interpersonal and writing skills.
- Possess the skills to work with and motivate staff, board members, and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals. Ability to successfully manage and prioritize tasks.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- High proficiency using MS Office software, especially Excel, Word and Outlook
- Very high proficiency using Raiser's Edge NXT
- A bachelor's degree.
- 5 years minimum experience in professional fundraising.

JOB RESPONSIBILITIES:

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Grow a major gifts program including identification, cultivation and solicitation of major donors.
3. Staff Board Development Committee meetings.
4. Oversee grant seeking including research, proposal writing, and reporting requirements.
5. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
6. Direct the annual fund program, including mailings and annual fundraising drives.
7. Direct capital campaigns and other major fundraising drives.
8. Coordinate fundraising special events and appeals across organization.
9. Work closely and collaboratively with Executive Director, Regional Directors, and Board of Directors
10. Work closely and collaboratively with all state office staff including Director of Science & Conservation, Communications Director, and Chief Financial Officer.
11. Supervise and work collaboratively with Data Manager (f/t), Membership Manager (f/t), Membership Coordinator (p/t), Administrative Assistant (shared with Executive Office), and Grants Manager (p/t).

12. Oversee fundraising database and tracking systems.
13. Ensure timely and optimal donor acknowledgement.
14. Oversee creation of publications to support fundraising activities.
15. Maintain gift recognition and legacy programs.
16. Demonstrate professional conduct at all times.
17. Perform other related duties as requested.

SALARY/BENEFITS:

\$95,000-\$110,000 commensurate with experience.

APPLICATION:

E-mail resume and cover letter to resume@ctaudubon.org