



JOB ANNOUNCEMENT NORTHWEST ARKANSAS LAND TRUST

Job Title: Director of Development

Full/Part Time: Full Time, Salaried

Organization: Northwest Arkansas Land Trust

Office Location: Fayetteville, AR

ABOUT THE LAND TRUST

The Northwest Arkansas Land Trust (NWALT) is a regional non-profit, 501c3 conservation organization based in Fayetteville, Arkansas. The mission of the nationally accredited organization is to preserve quality of life in Northwest Arkansas for all people through the permanent protection of land. We work to save important natural areas that support clean water, wildlife habitat, outdoor access, local farms, and cultural heritage. To accomplish our mission, we work collaboratively with diverse partners including private landowners, donors and funders, local communities and governments, state and federal agencies, and other regional partners. To learn more, visit www.nwalandtrust.org.

The Northwest Arkansas Land Trust is a growing organization offering competitive wages, flexible work policies and a collaborative work environment. We believe in providing professional development opportunities and strive to promote from within. Our goal is to hire and retain people who are passionate about our mission, who strive for growth in their personal and professional development, and who contribute to the supportive, inclusive, and collaborative culture of our organization.

THE POSITION WITH NWALT

The Northwest Arkansas Land Trust seeks qualified and experienced applicants for the position of Director of Development (DD). The DD is responsible for planning, organizing, and directing all of NWALT's fundraising efforts including the major gifts program, planned giving, campaigns, and grants. The DD works closely with the Executive Director, Board of Directors, Director of Marketing, and campaign committees and/or consultants and other staff as applicable to achieve fundraising goals.

The following personal and professional attributes are essential for this position:

- Strong interpersonal skills to build positive relationships throughout the region that bring resources in support of the mission of NWALT
- Desire to be out in the community initiating donor visits and fundraising calls
- Excellent team player, self-motivated, with a strong work ethic, flexible attitude, and ability to work both independently and collaboratively

- Positive leadership skills and ability to develop a culture of philanthropy throughout the organization, working with staff, board members and other volunteers
- Strong written, verbal, and public speaking communication skills and ability to authentically articulate and build support for the conservation mission of NWALT
- Embrace, support and help grow a culture of diversity, equity, and inclusion
- Must be able to manage confidential information and avoid conflicts of interest with discretion and integrity

RESPONSIBILITIES & SCOPE

The Director of Development will be responsible for building on and leading NWALT's development program to meet annual income and campaign fundraising goals and timelines. The DD will coordinate and implement efforts to cultivate, grow, and steward NWALT's base of current and future financial supporters and through a robust development program.

ESSENTIAL FUNCTIONS:

- Meet with, make direct asks, and/or arrange meetings of the Executive Director and/or board members and/or campaign committee members with prospective donors and supporters on a continual basis.
- Oversee campaigns and cultivate and lead committees to support fundraising goals.
- Grow a major gifts program including identification, cultivation, and solicitation of major donors.
- Grow a corporate-giving and business sponsorship program.
- Oversee organization-wide grant administration including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns, working with consultants, campaign committees, staff and others as appropriate to achieve campaign goals and timelines.
- Coordinate fundraising special events and donor stewardship activities.
- Collaborate with Director of Marketing regularly to establish fundraising messaging strategies, timelines, online giving campaigns, and event planning and coordination.
- Collaborate with Director of Marketing in the creation of publications, press releases, and other collateral to support fundraising activities.
- Make public appearances to share information about NWALT as needed.
- Engage board and staff in ongoing fundraising efforts.
- Oversee fundraising database and donor tracking systems, working with Office Administrator.
- Maintain donor appreciation, gift recognition and gift acknowledgement program.
- Perform other related duties as requested.

The DD reports to the Executive Director, and works closely with her, the Board of Directors, the Director of Marketing, and campaign consultants or committees as applicable toward meeting NWALT's annual fundraising and campaign objectives.

REQUIRED QUALIFICATIONS

- Minimum 5 years successful professional fundraising director experience in the nonprofit sector
- Successful experience leading large fundraising campaigns (please reference in application)
- Knowledge and experience to envision, grow and manage a comprehensive development program
- Successful grant writing and grant management experience
- Experience designing successful fundraising messaging and appeals
- Experience coordinating and managing fundraising events
- Excellent verbal and exceptional writing and proofreading skills
- Technical proficiency with a wide range of business applications including such programs as Microsoft Word, Excel, Powerpoint, QuickBooks, and donor tracking software
- Supervisory experience with demonstrated ability to lead and motivate others
- Willingness to work occasional irregular hours, including weekends and evenings

Applicants who do not demonstrate the above required qualifications will not be considered.

BONUS QUALIFICATIONS

- Familiarity with charitable tax law
- Experience working with donors and foundations in Northwest Arkansas

PAY AND BENEFITS:

- Salary commensurate with experience and demonstrated skills (**\$55,000+**)
- Paid holidays, vacation, sick and personal leave (PTO)
- Optional health insurance enrollment: 100% employee premium paid by NWALT
- Professional memberships and training encouraged and paid for by NWALT

HOW TO APPLY

All applications must be received by 5pm Central Time, January 3, 2022. The successful applicant must meet or exceed the minimum qualifications outlined above.

Email Terri Lane, Executive Director, tlane@nwalandtrust.org:

- ✓ Indicate your interest in the Director of Development position in the subject line
- ✓ Provide resume and detailed cover letter highlighting your interest and relevant experience
- ✓ Provide three references who can speak to your successful fundraising experience

The Northwest Arkansas Land Trust is an Equal Opportunity Employer. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.