



Development Director Position Description

Blandford Nature Center's Mission:

To engage and empower our community through enriching experiences in nature.

Blandford Nature Center's Vision:

A thriving, diverse community that supports a healthy, natural world.

Position Summary:

The Development Director is responsible to lead the fundraising strategy and efforts at Blandford Nature Center. Reporting directly to the CEO, a primary function is to develop and implement a comprehensive annual giving strategy in partnership with the CEO and the Board of Directors. The Development Director executes and tracks data-driven, multi-year fundraising plans, providing analysis and recommendations for increasing campaign outcomes. This will result in broadening Blandford's donor base, providing strong leadership in annual giving and major gifts donor pipelines, and generating a growing and diverse revenue stream for the organization. They will manage a portfolio of major donors as well as Development Department staff, Administrative Support to assist the development program with managing gift processing and acknowledgements, involvement in annual fund campaigns, and continuous process improvement. This is a full-time, exempt position with full benefits.

Primary areas of Responsibility:

- 1. Develop and Execute Fundraising Strategic Plan:** In support of the vision, mission, short and long-term strategic plans of Blandford Nature Center which are moving toward significant growth, the Development Director will create and lead the execution of fundraising strategic plan. This plan will include and address annual fundraising projections and plans with an emphasis and priorities in, a) **diversification of funding (Gov't/Foundations)**, b) **new growth in major gifts**, and c) **long-term sustainability**.
 - Develop and implement a multi-year Strategic Fundraising Plan in concert with the organizational Strategic plan. This plan would ideally be broadly communicated and shared by all key stakeholders in the organization and focus the priorities listed above.
 - Evaluate and strengthen current fundraising programming in accordance with fundraising strategic plan.
 - Research and development of new potential significant funding sources (i.e., Government, foundations)

- Explore relationships and programs to develop major gifts through individuals, foundations, etc.
- Develop collaborative relationships with vendors and organization staff, utilizing various resources to create successful appeals.
- Lead strategic discussions to address how to present annual giving opportunities at organizational events.

2. Donor Relations & Development: Lead the assignment and donor plan, activity, and development of all donors of Blandford Nature Center in accordance with Strategic Fundraising Plan.

- Leads Development staff and assists them in developing a strategy to inform and implement unique and meaningful stewardship plans for all donor categories.
- Manage a dedicated donor portfolio that focuses on annual operating support, focused on major gifts.
- Responsible to ensure team researches, assesses, and provides recommendations on the range of tools available to grow annual giving to Blandford utilizing high volume solicitations – including direct mail appeals and electronic communications – and broad-based giving programs, including membership and events.
- Lead strategic discussions to address how to present annual giving opportunities at organizational events.
- Oversee the development of collaborative relationships with vendors and organization staff, utilizing various resources to create successful appeals.

3. Organizational Leadership: Development Director will provide leadership to Development staff and serve on the Executive Leadership team, as well as fundraising support and partnership with Board of Directors.

- Provide effective leadership and direction to Development Manager, administrative staff and volunteers within the Development team both current and future, adhering to BNC core values and mission.
- Serve as an organizational leader on the Executive Leadership team, acting always in the best interest of the entire organization, supporting the overall values and mission. Serve as public spokesperson for Blandford Nature Center when needed or called upon.
- Build and maintain positive working relationships with staff, Board members, and other volunteers, and guests at Blandford Nature Center.
- Generate regular fundraising reports and engage Board Members in fundraising opportunities as requested.
- Plan and supervise the implementation of fundraising events.
- Partner with BNC leaders to promote the importance of DEI to the Center's mission.
- Collaborate with leadership to establish, attain, pursue and Report on DEI deliverables, goals and values in accordance with the strategic plan for BNC, with a focus on supporting diverse and underrepresented communities.

4. Administration and Communication:

- Provide oversight to the management of donor database to ensure data integrity and support long-term goals.
- Provide oversight to the systems that ensure accurate contact reports in DMS when donor interactions occur.
- Ensure effective processing of incoming contributions, generating acknowledgements and other correspondence, such as membership renewals and pledge reminders.

- Ensure effective coordination is taking place between donations and the Finance Team to follow appropriate accounting procedures.
- Responsible for the management of the Fundraising Department Budget, planning and reporting, both with staff, leadership and Board of Directors.

Qualifications

- Bachelor's degree or equivalent knowledge, skills, experience, and abilities in a related field are required; advanced studies highly valued.
- Minimum of five (5) years of fundraising experience with demonstrated success as an individual performer in a fundraising capacity within a nonprofit organization.
- Proven success in the development and execution of successful development plan for an organizational fundraising goal of \$1.5+ annual fundraising budget.
- Experience with a diverse fundraising portfolio of both public and private funding sources highly desired.
- Experience cultivating new donors following capital campaigns preferred.
- Creativity as well as analytical ability to maximize campaign outcomes and to track for strategic and process improvements.
- Self-motivated with the ability to work effectively as part of a team, instilling confidence and trust among fellow staff and external constituents.
- Self-motivated problem-solver with the ability to work both independently and as part of a team.
- Good judgment to make decisions in the absence of specific directions.
- Exceptional organizational and time management skills, with an ability to prioritize and manage multiple projects simultaneously, seeing projects to completion on deadline and with quality.
- Enthusiasm, poise, professionalism, flexibility, a sense of humor, and a positive attitude.
- Superior writing skills, including the ability to craft, proofread, and edit persuasive content.
- Excellent interpersonal skills, with demonstrated ability to listen well, reflect understanding back to the communicator.
- High ethical standards, discretion, and confidentiality in working with donor information.
- Proficiency with Microsoft Office suite required. Advanced understanding of Excel and knowledge of Donor Management Software strongly preferred. Savvy in working with data to improve processes and outcomes required.
- Must possess a passion for the organization's mission.
- Must possess the ability to relate to diverse communities.
- Commitment to lifelong learning and professional development.
- Criminal history background check required.
- Valid driver's license required for periodic errands.

To Apply: Blandford Nature Center has retained Recruiting Partner, Palladian West, who will be handling all applicants. All interested candidates should either apply on their website at <https://palladianwest.com/jobs/> or send a resume directly to kherich@palladianwest.com. Candidates who most closely match the desired profile will be contacted for interviews. Thank you!

Blandford Nature Center's Values:

- Inclusion: Intentionally welcoming and embracing everyone
- Stewardship: Responsibly using and caring for all our resources

- Integrity: Demonstrating honesty, authenticity, and transparency within our organization and community
- Experiential: Providing direct opportunities to enjoy, explore, and learn in nature
- Partnership: Connecting and collaborating to effectively serve our community
- Innovation: Using creativity and curiosity to continuously improve

The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all of its educational opportunities by all people.

In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a team and leadership composed of volunteers and staff that equitably and fairly represent our constituency.