



## DIRECTOR OF DONOR RELATIONS

The Nantucket Conservation Foundation seeks an accomplished and dynamic development professional to lead its major philanthropic initiatives across multiple channels, including its major gifts program, planned giving and fund development in support of the annual operations, programs and long-term financial security needed to advance its mission.

The Nantucket Conservation Foundation is a donor supported 57-year-old land trust and the single largest landholder on the island, owning over 9000 acres of land constituting 30% of the island.

### **PRIMARY RESPONSIBILITIES:**

#### **Fundraising Program Development:**

- Oversee all NCF's Development Programs including donor cultivation, major gifts, capital campaigns, grants, planned giving, and annual giving.
- Collaborate with the Chief Executive Officer, Development Committee, NCF staff, and Board of Trustees to execute a fundraising program and institutional capabilities to meet NCF's mission and goals.
- Support the Director of Marketing and Communications on community engagement activities (events, website, newsletter, social media) to develop and implement a comprehensive marketing and public relations strategy to increase membership and overall support of the organization.
- Report on progress throughout the year at staff and board meetings.

#### **Major Gifts Program:**

- Expand major gifts program and manage recognition programs for major and legacy gifts.
- Oversee and expand the Milestone Partner Program; a group of dedicated supporters who have pledged \$50,000 over a period of five years.
- Oversee and expand the Trail Fund and other donor restricted funds.



# Nantucket Conservation Foundation

- Secure gifts from individuals and businesses through direct, in-person solicitations, letters and proposals.
- Develop strategies and goals to increase fundraising effectiveness to include: identifying and contacting potential individual and major donors; setting up meetings and outings for major donor prospects; in coordination with the Director of Marketing and Communication oversee specific major donor events; maintaining relationships and correspondence with individual and major donors; increasing gifts and gift frequency; and maintaining confidential records for all donors.
- Ensure timely and appropriate acknowledgment and reporting of all major gifts through various recognition methods including thank you letters and telephone calls.
- Expand planned giving program providing donors with a variety of options including bequests, gifts of securities, real estate, and tangible personal property.

## **Capital Campaign:**

- On an as needed basis, manage capital campaign(s) for operations endowment, dedicated stewardship funds, and acquisition funds. In partnership with the CEO, assist the Board of Directors and staff perform and expand its role in fundraising, particularly with major donors.

## **OTHER RESPONSIBILITIES:**

- **Development Committee:** Facilitate Development Committee meetings in coordination with the Committee Chair and the Director of Marketing and Communications.
- **Grants:** Oversee grants program, including foundation and government grants and restricted contributions. Coordinate with full team to maintain current grantor relationships and establish new grant sources to support our natural science team directed toward family, philanthropic and corporate foundations and government agencies. Research and cultivate board and trustee affiliations with funders and prospects. Collaborate with team to produce inquiries and proposals.
- **Standards and Practices:** Ensure that all fundraising materials are accurate and compelling. Work with the Communications and Marketing team to ensure Board members, Trustees, staff, and volunteers have proper fundraising materials, training and direction to fulfill their fundraising obligations and assumed responsibilities. Ensure all donor records are complete, accurate and fully utilized.
- Attend staff, development committee, and board meetings.



# Nantucket Conservation Foundation

- Other tasks as assigned.

## MINIMUM QUALIFICATIONS:

- Bachelor's degree in applicable field. Considerable prior experience and training may be substituted if applicable.
- Minimum 5 years' demonstrated experience in nonprofit fundraising & development.
- Proven Experience with Raiser's Edge (or similar) donor management software
- Strong commitment to, and knowledge of working and natural landscapes.
- Ability to work independently while being a productive member of a team that values furthering NCF's mission in a supportive and fun environment.
- Demonstrated experience and success in major gifts solicitations.
- Exceptional relationship building and interpersonal skills.
- Proven experience producing results and meeting program goals.
- Outstanding time management and organizational skills, excellent written and verbal skills, strong attention to detail, and ability to juggle a variety of tasks and projects simultaneously.
- Experience using computer applications such as Microsoft Word and Excel.

## PREFERRED QUALIFICATIONS:

- High-energy, forward-thinking, creative individual with high ethical standards.
- Experience running or participating in capital campaigns.
- Experience working with institutional grantors such as foundations and trusts.