



# NANTUCKET CONSERVATION FOUNDATION, INC.

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## Director of Development & Outreach

### Summary:

The Nantucket Conservation Foundation (NCF) is seeking a dynamic, seasoned professional to join their Senior Leadership Team. The successful candidate will bring expertise in development, marketing, outreach, and communications and will be skilled at implementing multi-pronged strategies to advance NCF's mission. The Director of Development & Outreach will lead a small team dedicated to overseeing donor management, cultivation and stewardship and educational programming, creating visibility for NCF's commitment to preserve and maintain over 9000 acres of conservation land, conducting ecological research and restoration, and providing multiple public engagement and education opportunities.

### Specific Responsibilities

- Managing the Development Department:
  - o Manage and mentor a small, dedicated team responsible for marketing, communications, donor relations, database management, environmental education, and public engagement opportunities.
  - o Develop an implementation plan for the Department's donor cultivation and outreach endeavors that supports NCF's current and future strategic initiatives, setting clear goals and priorities for the team with follow-up support and accountability.
  - o Manage the Department's budget and operations related to advancement, external relations, donor relations, communications, and NCF's major annual events.
  
- Coordinating all aspects of donor relations:
  - o Research and identify donor prospects, develop and cultivate a pipeline of donors, steward and appropriately acknowledge new and established donors.
  - o Identify and implement new opportunities for donor engagement.
  - o Work effectively with NCF's Board of Trustees, staff, and key stakeholders.
  - o Provide support to NCF's Development Committee and other Board and volunteer committees as appropriate.
  
- Serving as a member of NCF's Senior Leadership team:
  - o Participate in setting NCF's overall strategic direction.
  - o Work together with other Senior Leadership Team members to build a culture of collaboration and open communication throughout NCF.
  - o Serve as a positive role model for all staff and as an overall ambassador for NCF.

- Provide input and assist in problem solving with fellow team members on NCF-wide issues.

**Required Qualifications:**

- B.A. or B.S. and 8-10 years related experience required.
- Proven ability to lead and manage a team with diverse areas of expertise.
- Strong organizational and multi-tasking skills.
- Excellent verbal and written communication skills, including drafting/editing communication to key constituents and external-facing publications.
- Proven ability to build relationships, connecting and engaging with constituents.
- Knowledge of all aspects of development and ability to design/implement an advancement plan required.
- This is a full-time, year-round position; some flexibility to work remotely.
- Passion for NCF's mission of conservation land protection and stewardship

**Preferred Qualifications:**

- Knowledge of the economic and philanthropic culture of Nantucket.
- Proficiency in Blackbaud, Raiser's Edge, or similar Donor Management software.
- Experience with grant writing