



## Job Description

### Development Director

**Position Title:** Development Director

**Reports to:** Executive Director

**Location:** Scarborough, Maine

**Type:** Exempt, Salaried, Full-time

**Hours:** 40 hours (with some evenings and weekends required)

**Remote Work:** Hybrid work environment with some remote work allowed

**Salary range:** \$70,000 - \$75,000 (dependent on experience)

**Posting date:** October 2024

**Start date:** ASAP

**Application deadline:** Applications accepted until the position is filled. Review of applications begins November 4, 2024.

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## Job Summary

Scarborough Land Trust (SLT) is searching for a development director to strategize, plan, organize and lead SLT's fundraising efforts for operational needs and across a range of initiatives.

We are looking for an experienced development director who can lead and grow SLT's fundraising efforts to support our acquisition, stewardship, and community engagement

programs with integrity, collaboration, creativity, and enthusiasm. The development director is responsible for creating and executing a long-term development and supporting communication plans to advance SLT's strategic goals, including annual giving, major gifts, foundation grants, corporate support, planned giving, special events, and building relationships across the community. The development director works closely with the executive director, conservation director, office manager, other staff, philanthropy committee, other committees, and board of directors to expand and lead donor engagement, giving programs, grant strategy, annual campaign, and anticipated capital campaign.

## **About Scarborough Land Trust**

SLT is a highly respected, independent, nonprofit organization founded in 1977. SLT works to conserve and stewardship natural areas and working farms in the Greater Scarborough community. SLT owns and manages over 1,500 acres with over 10 miles of public trails. We provide a variety of educational programs to connect people to our lands. We also have a growing program focused on the conservation and sustainability of the 3,000-acre Scarborough Marsh.

Our team is passionate, collaborative, curious, and committed to SLT's mission. SLT currently has five full-time employees and one or two seasonal interns, 150 volunteers, and an active board of directors. We partner with many other organizations, the Town of Scarborough, and several Federal and State agencies.

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## **Job Role & Responsibilities**

### **Fundraising**

- Create, direct, and lead annual development strategies including annual giving campaigns, donor cultivation, planned giving, major gifts, select special events, and project campaigns. Track and analyze progress towards achieving revenue goals.
- Collaborate with the executive director, other staff, philanthropy committee, and SLT's board to fulfill fundraising plans and meet projected financial needs.
- Maintain a portfolio of key individuals, corporate support, and foundations. Develop and build relationships with donors, community members, corporate sponsors, partners, grantors, and foundations through a meaningful relationship strategy to communicate

SLT's mission, goals, and programs. Identify and steward new and existing donor relationships with authenticity and transparency.

- Build and maintain systems for cyclical giving campaigns, corporate support, donor stewardship, grant applications, grant reports, and more.
- Lead and work collaboratively with SLT's office manager to manage confidential donor information, track progress, and ensure secure and accurate data management.
- Work collaboratively with the executive director, office manager, other staff, consultants, and committees to create fundraising campaign messaging, fundraising collateral, and donor communication touchpoints with the goal of reaching new supporters, and growing community understanding of SLT's impact.

### **Grants Management**

- Lead foundation, corporate, and government grant application efforts, workflows, and report follow-up. Collaborate with SLT staff to determine funding opportunities and provide assistance on grants to support the organization's goals and projects.
- Identify and pursue new funding opportunities and programs. Build relationships with funders, manage awarded grants, and maintain detailed records of awarded funds.

### **Partnership Building & Community Engagement**

- Meet and establish positive relationships with major donors.
- Provide consistent communication with community members, partners, and stakeholders, including coordinating with staff and board members on public appearances or accepting speaking engagements, to share information about SLT with the community.
- Ensure DEIJ principles are integrated into SLT's fundraising and outreach efforts.

### **General & Financial**

- Assist the executive director with developing the annual fundraising and organizational budget. In collaboration with the executive director, philanthropy committee, and finance committee, manage development revenue and expense budgets and forecasts.
- Manage awarded grants, grant reporting, and track project deliverables, contracts, and expenditures.

- Work with the executive director and other staff to ensure compliance with program policies and Land Trust Alliance (LTA) National Standards and Practices and accreditation requirements.
  - Assist with other work and program tasks as needed to support SLT funding goals, priorities, and needs.
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## Desired Experiences, Skills & Attributes

Qualifications for this position can come from professional and/or lived experience. Below, we describe important qualifications for a candidate while remaining open to diverse experiences that can lead to these skill sets. We strongly encourage anyone who feels passionate about this work to apply.

Even if you don't check off every box in the qualifications and skills section, please consider applying anyway. Studies have shown that marginalized communities, such as women, LGBTQ+, and people of color, are less likely to apply for jobs unless they meet every single qualification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging.

- Strong belief and passion for the mission of SLT.
- 5+ years of development management for non-profits with a proven track record of cultivating and stewarding gifts from individuals and businesses.
- A proven track record of securing foundation and government grant funds.
- Grant writing skills and reporting experience.
- Excellent interpersonal, verbal, and written skills and attention to detail; ability to convey complex ideas to a variety of individuals with different experience levels.
- A proven track record of managing and completing multiple complex projects simultaneously; detail-oriented and reliable project manager with consistent follow-through.
- An influencer with strong relationship-building skills, able to motivate others to take action. Lead and inspire small teams and to work independently with an emphasis on achieving significant results.
- Independently motivated, innovative problem solver. Ability to work individually and collaboratively with a team and lead colleagues and volunteers.

- Good computer skills, experience working with donor databases, CRM, and tracking fundraising efforts. Strong sense of ethics, integrity, discretion, and ability to maintain confidentiality of donor and project information. Careful attention to detail and ability to maintain a high level of accuracy.
- Ability to thrive in a collaborative work environment with a high degree of autonomy.

### **ADA Requirements/Working Conditions**

- Valid, insurable driver's license or ability to acquire one upon hiring, and a clean driving record. Ability to travel for development related gatherings, site visits to properties and project meetings. SLT has a work vehicle for use and offers mileage reimbursement at a percentage of the Federal Government rate for personal vehicle use.
- Flexibility to work occasional weekend or evening hours on an as-needed basis.
- Occasional site visits are performed outdoors in conditions that include rough terrain, dense vegetation, inclement weather, and on muddy, uneven, or rocky surfaces. Position may include occasional physical exertion, such as hiking, crouching, stooping, reaching, or other similar activities.

### **Compensation**

- The position offers a competitive annual salary range of \$70,000 to \$75,000, paid time off, company supported dental and vision plan, living stipend (full-time), retirement program, trainings, and the ability to contribute to an important mission for the conservation of our natural and agricultural resources. Ability to work in a hybrid model of office, remote work (at home) and off-site meetings.

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## Benefits

SLT strives to create a collaborative, supportive workplace that encourages and inspires professional growth. The position is supported by the rest of the team in a collaborative work setting.

### **Benefits include:**

- 12 paid holidays
- Accrued paid time off, 16 days per year for the first three years, increasing to 21 days at the start of fourth year
- Employer-paid vision insurance and dental (50/50 split) insurance

- SIMPLE IRA with Scarborough Land Trust matching up to 3% of the individual's salary.
- Remote work of up to two days per week.
- Staff discount on nature books and gifts.

## Equity

SLT acknowledges that conservation work is best advanced by people of diverse backgrounds, beliefs, and culture. SLT is committed to recruiting and advancing staff that create an inclusive organization reflecting the broader community. SLT is an equal opportunity employer and will not discriminate based on race, color, creed, religion, national origin, sex, gender identity, sexual orientation, marital status, veteran status, genetic information, ancestry, age, political or union affiliation, medical conditions, or any other status protected by applicable law.

## Apply

To apply: Send a cover letter, resume, and three references to [info@scarboroughlandtrust.org](mailto:info@scarboroughlandtrust.org). Please no telephone calls, but questions can be addressed to the email address. Applications accepted until the position is filled. Initial review of applications begins on November 4, 2024.