



Development Director

Job Posting

REPORTS TO: Executive Director	WORK SCHEDULE: 40 hours per week	STATUS: Full-time, Exempt	PAY GRADE: E \$65,285-\$100,785/year
--	--	-------------------------------------	--

ABOUT US

Our-mission is to protect and conserve the natural and historical features of Delaware County while inspiring outdoor exploration and learning. We are looking for a dedicated and enthusiastic Development Director to join our team and help us achieve our mission.

POSITION SUMMARY

The Development Director will support the mission and strategic objectives of Preservation Parks by developing and implementing philanthropic strategies to advance the current and future needs of the Park District.

PRIMARY RESPONSIBILITIES

Create and implement a multi-year strategy to build financial support for Park District projects and programs including fundraising through individuals and corporate support, sponsorships, grants, planned giving, and special events.

Create and Implement Annual Fundraising Plans

- Implement and manage a budget for the plan

Cultivate and Manage Donor Relationships, Major Gifts, and Planned Giving

- Strengthen and build relationships with current and potential individual and corporate donors
- Coordinate with park district leadership and the Preservation Parks Foundation to develop strategies for fundraising campaigns
- Organize donor education events and programs that inspire support for the Park District
- Plan donor appreciation events

Serve as Administrator and Liaison for the Preservation Parks Foundation

- Develop and coordinate annual campaign efforts and collaborate on fundraising initiatives
- Provide clerical support to the Board
- Support special events, manage volunteer needs and stewardship needs
- Manage communications, including emails, contact lists, social media, and content for webpage updates and Foundation e-newsletter
- Attend all Foundation events and actively participate in relevant community initiatives

Manage Sponsorships

- Develop sponsorship opportunities and create sponsorship packages with associated benefits
- Ensure fulfillment of sponsorship obligations and maintain a database of sponsorship activities
- Create post-event/program sponsorship reports for sponsors

Manage Grants

- Identify and secure funding from various sources, including private and family foundations, corporate foundations, and government grants
- Coordinate with Park District's Leadership Team to match funding opportunities with park needs
- Provide grant administration, compliance, documentation, and reporting

Collaborate with Marketing & Communications

- Develop fundraising communication strategies and content in collaboration with the Marketing and Communications Manager to ensure aligned branding and messaging
- Create marketing and public relations content for print materials, social media, and the website

Additional Responsibilities

- Establish and implement policies, procedures, processes, and best practices for fundraising
- Consolidate and manage donor and sponsorship database
- Ensure consistent and timely recognition of all gifts and grants
- Ensure compliance with all relevant regulations, laws and standards for fundraising
- Maintain confidential and sensitive records and information
- Build relationships with the board, staff members, volunteers, donors, and community partners
- Perform special projects and serve on special committees as needed

KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to build relationships and secure significant commitments from corporate and individual donors
- Strong teamwork and partnership skills, with the ability to maintain positive relationships with donors, sponsors, staff, the public, and volunteers
- Demonstrated understanding of donor engagement, fundraising techniques, and general business principles (budgeting, planning, purchasing)
- Excellent written and oral communication skills, with the ability to inspire confidence and motivate engagement
- Understanding of modern philanthropic communication strategies, including storytelling and social media engagement
- Knowledge of the local philanthropic community and its funding priorities
- Ability to interact professionally with diverse individuals and backgrounds
- Strong organizational skills with accurate and timely record-keeping and reporting
- Technical proficiency in Microsoft Office Suite, database software, Google Drive, social media platforms, and Constant Contact; knowledge of fundraising software is a plus
- Ability to work independently, be self-directed, flexible, creative, and deliver measurable results

QUALIFICATIONS:

- Bachelor's degree in fundraising, non-profit management, communications, or an appropriate combination of education and experience in a related discipline
- Interest in the environment and the outdoors
- Minimum of 5 years of fundraising experience

ORGANIZATIONAL CULTURE & WORK ENVIRONMENT

Preservation Parks staff share a passion for our mission and are committed to upholding our core values: integrity, teamwork, creativity, and stewardship. We foster an environment where every voice matters, encouraging staff to be open and share their perspectives. We actively promote health and wellness, including a healthy work-life balance. We maintain a workplace free from hostility and discrimination, where employees are expected to engage in respectful conduct and language. All employees must adhere to Preservation Parks' policies, procedures, rules, and regulations.

WHY JOIN US?

- **Generous Paid Time Off:** 10 vacation days, 15 sick days, 11 holidays, and 1 personal day per year.
- **Retirement Benefits:** Participation in the Ohio Public Employees Retirement System (OPERS).
- **Comprehensive Health Coverage:** Health, Dental, Vision, Life, and Long-Term Disability insurance.
- **Positive Work Culture:** Work alongside passionate individuals who care about our mission.
- **Beautiful Work Environment:** Enjoy working in the parks you help create and maintain!

READY TO MAKE A LASTING IMPACT?

Apply today and be a part of our dedicated team working to preserve and enhance our beautiful parks! Email Tony Benishek @ tbenishek@preservationparks.com.