

# Development Director

Clean Lakes Alliance envisions a future in which everyone recognizes the lakes are the center of our community. The mission-centered work of the organization focuses on building a community of people, businesses, organizations, and government agencies dedicated to improving and protecting water quality in the Yahara River Watershed and its lakes. To that end, we are currently seeking a **Development Director** to oversee our donor relations program and manage our fundraising initiatives. The successful candidate will be responsible for developing our non-profit's fundraising campaigns, communicating with current and prospective donors, and building a stronger development team for our organization. This position reports to the Executive Director and involves managing sponsorships, program funding, annual campaign for both individuals and businesses, and other fundraising as directed. The Development Director works closely with the Executive Director and staffs the Advancement Committee charged with ensuring that Clean Lakes Alliance has effective development and donor relations, and that marketing and communications programs are in place. If you have a strong background in non-profit fundraising and development, we encourage you to apply.

## POSITION SUMMARY:

The Development Director is responsible for planning, organizing, and directing all of Clean Lakes Alliance's fundraising including sponsorships, program funding, annual campaign for both individuals and businesses, and other fundraising as directed.

## QUALIFICATIONS:

- Must embrace the vision and mission of Clean Lakes Alliance
- Strong interpersonal and writing skills
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising
- Possess the skills to work with and motivate staff, board members, and other volunteers
- High proficiency in prospecting and building external relationships
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls
- Be organized and exhibit "follow through" on tasks and goals
- 5 years minimum experience in professional fundraising that yielded successful outcomes

## JOB RESPONSIBILITIES:

- Meet prospective donors and supporters on a continual basis, establishing effective communications and relationships
- Grow the sustaining and community partnership programs, including identification, cultivation, and solicitation of new businesses and retention of current businesses
- Oversee and direct the annual campaign program, including working with the Marketing & Communications Director and Annual Campaign Manager
- Partner with the Watershed Initiatives Specialist and the Watershed Engagement Specialist to ensure we capitalize on all grant opportunities related to existing programs
- Create a planned giving program with a focus on deferred gifts such as bequest expectancies
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Assist and participate in strategic planning to grow the organization's annual giving, endowment and/or other programs
- Work closely with Clean Lake Alliance Executive Director, and Board of Directors
- Plan and staff Advancement Committee meetings.
- Supervise and collaborate with other development staff
- Make public appearances and accept speaking engagements to share information about Clean Lakes Alliance with the community
- Ensure the fundraising database and tracking systems are being proactively used and supported
- Ensure we have the right mix of communications and publications to support fund raising activities working in partnership with the Marketing and Communications Director
- Perform other related duties as requested

## SALARY/BENEFITS:

- Salary Range \$80,000 – \$110,000, with bonus potential
- Earned time off (ETO) is accrued at a rate of 15 days per year to start, with periodic increases based on tenure
- Holidays – 12 paid holidays (New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Indigenous People/Columbus Day, Thanksgiving Day, day after Thanksgiving, ½ day Christmas Eve, Christmas Day, day after Christmas, and ½ day New Year's Eve)
- Benefits – including a Family leave policy, employer paid life, short-term & long-term disability insurance, 401(k) retirement savings with an employer contribution of 4% of eligible employee salary.
- Business hours – Monday - Thursday, 8:00AM-5:00PM and Friday 8AM-11:30AM, with Friday afternoons off. Some hours outside the business day as needed, such as participating in Clean Lakes Alliance-hosted community events. ***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***

## APPLICATION:

Email a letter of interest, resume, and contact information for three professional references to [resumes@cleanlakesalliance.org](mailto:resumes@cleanlakesalliance.org) by 12:00 p.m. CST on Friday, September 9<sup>th</sup>, 2022. Include "Development Director" in the subject header. References will only be contacted for the final applicant pool, and those candidates will be notified beforehand. ***Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.***