

# Development Director

## Pontchartrain Conservancy—New Orleans, LA

### Organizational Overview

The Pontchartrain Conservancy (PC) is a non-profit organization whose mission is ***to drive environmental sustainability and stewardship through scientific research, education, and advocacy***. Since its inception in 1989, the PC has been driven by community action to create programs that build community while preserving and restoring the 10,000 square-mile Lake Pontchartrain Basin watershed for public access and enjoyment.

### Position Summary

PC is seeking a proven & successful fundraiser with an entrepreneurial spirit who can lead the PC in raising approximately \$4 million annually. The Development Director reports to the Executive Director, serves as a member of the organization's leadership team, and works closely with the Development Committee of the Board of Directors and communications, grant writing and program staff. The Development Director will develop and implement plans and strategies that increase individual donations, contributions from smaller family foundations, and corporate sponsorships for PC to complement its longstanding track record of securing government grants to support its research and community engagement. The primary focus of the Development Director will be leveraging the organization's 30-year history and database of more than 12,000 contacts to establish sustainable sources of revenue that support the organization's continued operation and growth. The Development Director is supported by a grant writer and an administrative staff member (to be hired).

### Duties & Responsibilities

- Establish and implement the infrastructure needed to support PC's mission through the solicitation of major gifts, memberships, special events, grants, corporate, foundation & individual support, etc.
- In coordination with the ED, create and manage the successful implementation of an annual written fundraising & business development plan that is clear in its objectives, target audiences, timelines and assignment of responsibilities.
- Manage the PC development budget and work in concert with the Executive Director to develop and monitor the budget throughout the fiscal cycle;
- Guide & supervise development staff and contractors to support donor identification, solicitation, cultivation and stewardship; grant writing; special events; and membership.
- Evaluate the fundraising activities annually to ensure quality, productivity and success toward meeting goals & include donor recognition, retention, and increased giving strategy.
- Expand & diversify PC's donor base/pipeline & work closely with leadership & other team members to secure funding for new initiatives.
- Engage the ED and Board Development Committee in developing and implementing fundraising and development activities on a weekly and monthly basis.
- Conduct regular analysis of donor data to inform strategy and present reports to the Leadership Team, ED and Board of Directors.
- Proactively stay ahead of funding sources & trends to position LPBF ahead of major funding changes & trends.
- Coordinate stewardship and acknowledgment activities to service donors
- Develop and implement strategies that engage volunteers in supporting the fund development activities and strategies of the organization.
- In concert with development team, establish & maintain relationships with corporate & community influencers and strategic partners.
- Maintain confidentiality of all donors and donor-related issues.
- Develop & maintain PC branding, including increased brand awareness via social media.
- Complement the ED in handling all aspects of media & public relations.

### Skills and Qualifications

- Bachelor's degree or five years fundraising or related experience in a nonprofit environment.
- Self-starter with strong initiative, drive, sense of urgency & ability to work with a high degree of autonomy.
- Excellent relationship management & networking skills.
- Proven & effective team, project management, and managerial skills.
- A deep commitment to the PC mission.
- Strong leadership skills & presence.
- Excellent organizational skills with attentiveness to details & results.
- Excellent oral & written communication skills.
- Ability to effectively work with people of diverse backgrounds & experiences.
- At least two years of experience effectively using donor management software for fundraising and/or sales.
- Proficient in Microsoft Office Suite.
- Ability to manage website & perform maintenance.
- Excellent Social media knowledge & management.
- Must have flexible schedule & be available as needed.
- Knowledge of the PC scope of coverage preferred.

- Advanced degree preferred.
- Experience working with environmental-focused nonprofit or advocacy organizations preferred.
- Experience with Network for Good donor management system preferred.

***Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience, professional references and a resume to [frank@scienceforourcoast.org](mailto:frank@scienceforourcoast.org). . No inquiries please—candidates will be notified of follow-up interviews. EOE.***