**JOB DESCRIPTION**

**POSITION TITLE:** Development Director

**POSTING DATE:** September 1, 2022

**ANTICIPATED START DATE:** November 1, 2022

**LOCATION**: Yellow Springs, Ohio

**POSITION REPORTS TO:** Executive Director

**FLSA STATUS:** Full-time, exempt

**STARTING SALARY RANGE:** $60-80K commensurate with experience

**ORGANIZATION SUMMARY:**

Glen Helen is the legacy of Hugh Taylor Birch, who, in 1929, donated a wooded valley to Antioch College in memory of his daughter, Helen, with the hope that it would be forever preserved. Throughout our history, Glen Helen has played a lead role in shaping the ecological literacy of our visitors, our community, and the region. It is home to the first residential environmental learning facility in the Midwest and Ohio’s original facility for education and rehabilitation of birds of prey. Within our borders, we shelter a National Natural Landmark, a National Environmental Education Study Area, and nearly two miles of the State and National Scenic Little Miami River. As a private nature preserve, Glen Helen depends on the support of individuals to maintain the preserve and its exciting and varied programs.

In September 2020, the Glen Helen Association, which had for 60 years served as a supporting organization to Glen Helen, purchased the preserve and assumed all responsibilities for funding its ongoing operations. To support this effort, the Association launched a $4.25M campaign to finance the purchase, restart programs shuttered during the pandemic, and conduct urgent maintenance to facilities and trails.

Having raised nearly $4M toward the campaign, the Glen Helen Association now seeks an experienced Development Director to successfully finish the campaign and develop, establish, and carry out an effective fundraising apparatus to support the ongoing programs, projects, and activities of the Glen. The ideal candidate will have compelling development experience, a commitment to nature and environmental education, and a spirit that will inspire and grow a strong philanthropic community for Glen Helen.

**KEY RESPONSIBILITIES:**

* Work collaboratively to design, develop, implement, and oversee the Glen Helen development plan.
* Identify and research donor prospects; direct the development of individual cultivation and solicitation strategies for prospective donors.
* Manage a portfolio of active and prospective major donors. Make direct solicitations with a focus on major gifts and planned gifts.
* Work collaboratively across all Glen Helen programs and teams; empower and advance staff, board, and Development Committee volunteer fundraising.
* Work with the Executive Director to successfully conclude the $4.25M Campaign to Secure the Future of Glen Helen.
* Develop accurate revenue projections (multi-year, annual, and monthly) with achievable stretch goals.
* Manage development-related expenses.
* Oversee donor database to facilitate impactful, streamlined management customized by donor: acknowledge gifts in accordance with best practice and legal requirements; track and report on the status of solicitations, assignments, and results.
* Work with the Executive Director to develop and refine effective donor communications.
* Work with the staff and board to develop and execute the annual fund campaign.
* Represent Glen Helen at public and private events.
* Additional duties and responsibilities as agreed upon.

**QUALIFICATIONS:**

* Excellent verbal and written communication skills and ability to communicate effectively to different audiences, especially with high net worth donors.
* Passion for Glen Helen’s mission and our conservation education work.
* Specific expertise in major gifts fundraising, including major donor prospecting, with demonstrated success in closing gift solicitations at the five-plus figure level.
* Proven, exceptional ability to engage others in fundraising
* Self-motivated to manage complex systems and projects with thoroughness, accuracy, timeliness, and professionalism.
* Ability to troubleshoot challenges with patience and creativity.
* Solid technological skills and fluency or ability to learn FileMaker Pro, Microsoft Suite applications, Google Apps, and other relevant programs as necessary.
* Willingness to occasionally work nights or weekends and to travel regionally or nationally.
* Ability to thrive in a small, growing organization
* 3 years minimum experience in professional fundraising.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

* Bachelor’s degree required; advanced degree preferred
* Valid driver’s license
* BCI/FBI background check required

**TO APPLY:**

* Send cover letter, resume, and contact information for three references to:

GHA@glenhelen.org; or

Development Director Search

Glen Helen Association

405 Corry St., Yellow Springs, OH 45387

Apply by September 11, 2022, for first consideration. Position open until filled.