



LAKES REGION CONSERVATION TRUST

JOB DESCRIPTION DEVELOPMENT DIRECTOR

Organizational Information: The Lakes Region Conservation Trust (LRCT) is an independent, non-profit, member-supported organization dedicated to the permanent protection, stewardship, and respectful use of lands that define the character of New Hampshire's Lakes Region and its quality of life. Founded in 1979, LRCT acquires and stewards land and conservation easements that encompass some of the region's favorite natural, scenic, and recreational assets – mountains and ridgelines, islands and shorelines, forests and farmland – and help to make the Lakes Region a special place to live, work, and play in every season of the year. Since its founding, LRCT has protected over 25,000 acres of conservation land in the region, in a total of more than 140 properties. The lands owned by LRCT total over 18,000 acres and at the time of their acquisition had an appraised value of over \$30 million. In 2017 LRCT received accreditation from the national Land Trust Accreditation Commission, indicating that LRCT has demonstrated sound finances, ethical conduct, responsible governance, and lasting stewardship of the organization's conserved lands.

LRCT has a current annual operating budget of approximately \$685,000. LRCT funds its operations and land acquisitions from a variety of sources—contributions, grants, and other receipts from individuals, families, businesses, organizations, agencies, and foundations. The vast majority of LRCT's funds are raised either in appeals for unrestricted operating funds or in capital campaigns for the acquisition of particular parcels of land or conservation easements. Over the past five years, more than 3,000 individuals, families, businesses and organizations, and other donors have provided financial support for LRCT. LRCT currently manages over \$3,000,000 in endowment and other restricted funds and is named as the beneficiary in a number of planned giving arrangements.

Additional information regarding LRCT is available on our website (www.lrct.org).

Position Summary: The LRCT Development Director will be responsible for the organization and implementation of LRCT's major gift, land campaign, and endowment-building efforts. The Development Director will work under the direction and supervision of the President and collaborate closely with the Membership Director. The Development Director will also work with other staff members, members of the Board of Trustees, and volunteers when they are involved in fundraising efforts. Duties will include organization and execution of fund development activities, supervision and management of fund development data, and communication and contact with donors. This is a full-time position and requires an individual who is committed to the mission of LRCT, knowledgeable about the geography and demographics of the Lakes Region, and experienced in the best practices of the non-profit sector, and who enjoys motivating people and achieving defined goals.

Duties:

- Planning and implementing fundraising campaigns, including setting goals, producing fund development materials, and analyzing campaign results.

- Primary responsibility for cultivating donors who give at the Leadership level (\geq \$1,000); this includes ensuring annual renewal by existing Leadership donors, encouraging other existing donors to increase their giving to the Leadership level, and attracting new donors at the Leadership level.
- Primary responsibility for identifying, applying for, and securing grant funding from foundations, other non-governmental organizations, and government agencies.
- Primary responsibility for planning and executing a significant capital campaign to build LRCT's endowment funds.
- Joint responsibility, with the Membership Director, for carrying out the capital campaigns needed for land acquisition, conservation easement transactions, and other capital projects.
- Analyzing the financial feasibility of prospective land protection projects.
- Joint responsibility, with the Membership Director, for maintaining and refining LRCT's donor database, including data entry and management and creation of reports and analyses.
- Ensuring that LRCT's donor communications and fund development records are compliant with applicable IRS and other legal requirements and with land trust accreditation standards.
- Joint responsibility, with the Membership Director, for messaging, public outreach activities, and special events that support LRCT's development efforts.
- Coordinating staff and Board relationships with donors.
- Working with the President to recruit, train, and assist Board members for greater involvement in fundraising; coordinating and managing other staff and volunteers who assist in fund development.
- Other duties as assigned by the President.

Qualifications:

- Bachelor's degree in a relevant field and 3-10 years of relevant professional experience.
- Demonstrated ability in the field of non-profit fund development, including work with major donors and preparation of grant applications.
- Demonstrated knowledge of the geography and demographics of the Lakes Region.
- Excellent oral and written communication skills.
- Excellent organizational abilities.
- Attention to detail and ability to manage multiple priorities.
- Demonstrated leadership and initiative to manage, inspire, and advise fellow staff, Board members, and volunteers assisting with development activities.
- Competency in Microsoft Office and in DonorPerfect, and proficiency in word processing and record-keeping tasks.
- Strong interpersonal and relationship-building skills.
- Demonstrated work ethic, energy, creativity, initiative, and ability to work as part of a team.
- Availability to work occasional weekend and evening hours.
- Access to a vehicle and a valid driver's license for work-related travel within the Lakes Region (with mileage reimbursed at the IRS rate).
- Enthusiasm for and commitment to LRCT's land conservation mission.

Salary and Benefits/Work Hours and Location: The salary and benefits for this position will be commensurate with qualifications and experience. The position is full-time (40 hours per week) and will entail occasional evening and weekend events. LRCT's headquarters is located in Center Harbor, New Hampshire.

To Apply: Please submit a resume, a cover letter explaining who you are and why you are interested in and well-suited for the position (this letter will serve as a writing sample), and three professional references by mail to Don Berry, President, Lakes Region Conservation Trust, PO Box 766, Center Harbor, NH 03226 or by email to dberry@lrct.org. Questions will be accepted by email. Applications will be considered as they are received, and the position will be open until filled.