



## Position Description Director of Development & Marketing

**Position Type:** Full Time, Exempt

**Salary:** Starts at \$68,000 DOE

**Benefits:** Health & life insurance, vacation leave, sick leave, paid holidays, membership privileges, 403b

Fontenelle Forest values its employees and is committed to maintaining a positive working environment. We welcome applicants who wish to join a creative organization that values equity and excellence. The Director of Development & Marketing reports to the Executive Director and works closely with the Board of Directors and staff to meet financial goals for annual operating, capital projects and endowment/planned giving. The Development & Marketing department also drives marketing goal achievement, which includes earned revenue targets. Other operations included in Development & Marketing include Guest Services and the gift shop.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed in this position. It is not necessarily descriptive of the position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

### Primary Duties:

- Lead the development, implementation, and evaluation of a comprehensive fundraising plan and all major fundraising initiatives, campaigns, and giving programs
- Lead staff in the development of marketing strategies and materials that align with and support the broad range of organizational goals including fundraising
- Design and oversee donor benefits and recognition processes and opportunities; a planned giving program; and, capital campaigns
- Assure the integrity of department records and data through development and implementation of best practices in the use of the CRM and other electronic databases
- Establish and assign donor portfolio and moves management goals for the Manager of Donor Relations, Director of Development & Marketing, and Executive Director
- Supervise department staff to promote organizational values; enhance staff engagement; achieve short/mid/long term goals and objectives
- Set strategy and advise the executive director and Board of Directors
- Act as staff liaison to the Board of Directors Development Committee
- Understand and assure compliance with current laws and best practices
- Lead a cross-departmental team in planning, staffing, and implementing member/donor events, including Baright Gallery Exhibits and opening receptions
- Act as a public face for Fontenelle Forest, closely coordinating with the executive director to attend major organizational events and represent the Forest at public events of strategic value
- Achieve Fontenelle Forest's annual contributed revenue goals by prospecting, cultivating, and direction soliciting donors

### Other Duties:

- Assist with planning and conducting other, non-member/non-donor events
- Perform other duties as required to assure the on-going success of Fontenelle Forest's fundraising and marketing efforts

# FONTENELLE FOREST

- Strive as a Forest leader to help the organization attain its Mission and Vision
- Represent Fontenelle Forest at community and regional events
- Work some evenings and weekends will be required
- Use of personal car and some travel as necessary
- Perform other duties as assigned

## **Preferred Skills/Qualifications:**

- Master's Degree (Nonprofit Management, Public Administration, Business, or related field) or equivalent professional experience
- Minimum 5 years of experience in nonprofit fundraising, sales, membership management, and /or marketing
- Demonstrated success leading major fundraising campaigns, including planned giving and capital campaign program strategy, design, and implementation experience
- Demonstrated success soliciting major gifts (\$25K+) from individual and business contributors
- Proven success soliciting major gifts, managing membership, and writing grants
- Working knowledge of the donor community in this region and the Omaha metropolitan area
- Working knowledge of Blackbaud Altru fundraising and relationship management software

## **Required Skills/Qualifications:**

- Bachelor's degree required in a related field
- Experience supervising others and leading a team to attain measurable goals
- Budget development and management experience
- Experience developing and implementing 1-3 year plans to meet fundraising, marketing, and/or sales goals
- Excellent written and verbal communications skills
- Excellent computer skills, including MS-Office product suite and proficiency using donor management systems (Altru)
- Demonstrated success as a grant writer

## **Physical Demands:**

- Daytime and evening driving
- Ability to sit for long periods of time at desk/computer
- Ability to walk and stand for up to 30 minutes on uneven and hilly terrain
- Ability to lift 25 pounds

**To Apply:** Send cover letter, resume, and 3 professional references to [info@fontenelleforest.org](mailto:info@fontenelleforest.org).

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