



Director of Donor and Visitor Services

Position Type: Full Time, Exempt

Salary: Starts at \$65,500 DOE

Benefits: Health, vision, dental, life & long-term disability insurance; paid time off (vacation, sick, holidays); membership privileges; 403(b) retirement plan, and casual work environment

JOB PURPOSE

Fontenelle Forest values its employees and is committed to maintaining a positive work environment. We welcome applicants who wish to join a dynamic organization that values equity and excellence. The Director of Donor and Visitor Services 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/legacy giving. The Donor Services department also drives revenue goal achievement, which includes most revenue targets.

PRIMARY DUTIES

- Lead the development, implementation, and evaluation of a comprehensive fundraising plan and all major fundraising initiatives, campaigns, events and giving programs
- Work with staff in the development of engagement strategies that align with and support the broad range of organizational goals
- Design and oversee donor benefits and recognition processes and opportunities; a legacy 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 and physical databases
- Establish and assign donor portfolio and moves management goals for all staff that have regular interactions with donors
- Supervise department staff to promote organizational values; enhance staff engagement; achieve short/mid/long term goals and objectives
- Set fundraising and revenue 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
- Co-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 directly soliciting donors and grant opportunities

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Experience supervising others and leading a team to attain measurable goals (minimum 5 years)
- Budget development and management experience (minimum 5 years)
- Experience developing and implementing 1-3 year plans to meet fundraising, marketing, and/or sales goals (minimum 5 years)



- Excellent written and verbal communications skills
- Excellent computer skills, including MS-Office product suite and proficiency using donor management systems
- Demonstrated success as a grant writer
- Have a strong personal passion for environmental stewardship, education and a desire to inspire current and future generations to care for the natural world

PHYSICAL DEMANDS:

- Regularly works at a desk and must be able to remain in a stationary position for up to 75% of the time
- Constantly operates a computer and occasionally other office productivity machinery, such as a computer, copier and postage machine
- Regularly accesses office machinery that requires the ability to traverse administrative spaces
- Must be able to walk and stand for up to 30 minutes at a time, on both flat surfaces and uneven, hilly terrain
- Position requires regular daytime and evening driving
- Some moderate physical labor which may require lifting up to 25 lbs.

ORGANIZATION DESCRIPTION:

Fontenelle Forest's vision is to be a national leader in environmental stewardship and education and the region's premier nature center. Fontenelle Forest's Master Plan supports our mission to provide opportunities for all people to experience and enjoy the natural world while maintaining an authentic experience grounded in environmental ethics. Fontenelle Forest's natural resources support the diverse interests of our visitor populations including passive recreation/leisure, educational experiences, entertainment and active recreation.

Fontenelle Forest values its employees and is committed to maintaining a positive working environment; a culture and a value proposition that attracts and retains top, diverse talent. Beyond a personal commitment to diversity, equity and inclusion, we are looking for candidates with a strong commitment to integrating equity and inclusion best practices into programs and services. People who have lived experience in historically marginalized and excluded communities are especially encouraged to apply.

To Apply: Send cover letter, resume, and 3 professional references to info@fontenelleforest.org. Please reference "Director of Donor and Visitor Services" in the subject line.

Fontenelle Forest is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its employment related policies and practices.

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