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## **Position: Development Director**

**Organization Overview:** Penns Valley Conservation Association (PVCA) is a dynamic non-profit organization dedicated to enhancing and protecting the Upper Penns Creek Watershed in rural central Pennsylvania. PVCA is committed to stewardship of the natural and cultural communities of the watershed and has worked closely with government agencies, private foundations, local volunteer organizations, and community volunteers to restore, improve, educate, and celebrate the watershed.

**Position Overview:** PVCA is seeking a passionate and experienced Development Director to lead and grow our fundraising efforts. The Development Director will be responsible for creating and implementing a comprehensive development strategy to support PVCA's mission and growth. This role offers a unique opportunity to have a significant impact on our community and the natural environment for current and future generations.

### **Key Responsibilities:**

- Develop and implement a fundraising program to meet annual revenue goals.
- Develop and manage the development budget, ensuring efficient use of resources to meet goals.
- Provide guidance and support to the development team, fostering a collaborative and results-driven environment.
- Assist with planning, execution, and oversight of donor engagement events.
- Collaborate with the communications team to develop and execute effective donor communications and marketing materials.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- Identify, cultivate, and maintain relationships with major donors, corporate partners, and others to secure gifts, sponsorships, and grants.
- Assist with ongoing maintenance of the PVCA donor database to ensure accurate and timely donor documentation and communication.
- Provide regular development activity reports and recommendations to senior leadership and the board of directors.

- Stay current with best practices in non-profit fundraising, including emerging trends, regulations, and compliance requirements.

#### **Qualifications:**

- Bachelor degree in natural resource management, nonprofit management, business administration, communications, or a related field.
- Minimum of 5 years of experience in fundraising, development, or a related role within a non-profit organization.
- Proven track record of successful fundraising, including major gifts, and event planning.
- Demonstrated ability to work collaboratively with colleagues, Board members, and volunteers.
- A deep commitment to the mission and values of our organization.
- Understanding of all fundraising compliance requirements and regulations, including gift acknowledgment and nonprofit financial reporting.
- Ability to adapt and cooperate with various stakeholders, including staff, volunteers, and board members, to meet fundraising objectives.

#### **Skills & Abilities:**

- Exceptional interpersonal and communication skills, with the ability to inspire and engage donors and stakeholders.
- Excellent written and verbal communication skills, including the ability to write compelling donor communications and marketing materials.
- Strong organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Proficiency with fundraising software and donor databases.
- A highly organized and detail-oriented approach to work.
- Familiarity with rural culture and communities.

The Development Director will be accountable to the PVCA Executive Committee and Board and will work closely with the Operations Director. This is a contract position; PVCA offers a competitive salary commensurate with experience, a hybrid work location, and flexibility in work-life balance. The position requires attendance at local functions and in-person interaction with community members, organizations, and businesses.

#### **How to Apply:**

Interested candidates are invited to submit a resume, cover letter, and three professional references to [info@pennsvalley.net](mailto:info@pennsvalley.net). Please include "Development Director – [Your Name]" in the subject line. The search committee will begin reviewing applications on **Monday, July 15th, 2024**. We are most interested in finding the best candidate for the job and may continue to accept applications on a rolling basis until the position is filled. PVCA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.