



Chestnut Hill Conservancy – JOIN OUR TEAM!

POSITION: Development and Support Manager

Are you a fundraiser passionate about sustainable philanthropy and community preservation, conservation, and/or archives?

Chestnut Hill Conservancy is searching for a Development and Support Manager to lead donor/member relations, fundraising initiatives, and business sponsorships. The successful candidate will serve as an advisor and partner to the Executive Director, and will collaborate with the Board of Directors, Major Gifts Committee, and Conservancy Staff. The Development Manager will help engage supporters of the Conservancy's work to sustain the green historic character and natural resources of Chestnut Hill and surrounding communities in Philadelphia and Montgomery Counties.

Key Responsibilities:

Member and Donor Development

- Grow and retain all levels of membership and support, including business sponsorship
- Produce annual fundraiser, end of the fiscal and calendar year appeals, and cultivation events
- Identify potential donors and build relationships with individuals, businesses, and foundations
- Recommend and forge partnerships with local businesses, government agencies, and other organizations that can support the Conservancy's mission

Admin and Facilitation

- Plan and manage development-related work, including maintaining database of donor/member information, relevant budget prep and management, member/donor correspondence, and Major Gifts Committee staffing
- Facilitate informed development outreach by self, Executive Director and Board/Committee members
- Ensure Conservancy remains in compliance with development-related nonprofit regulations, reporting requirements, and tax laws
- Monitor the performance of membership and development efforts, regularly tracking key performance indicators (KPIs)

Development-related Communications and Outreach

- Produce development-related communications and creative donor recognition
- Share success stories and demonstrate positive impact of our work to inspire members, donors, and the community at large
- Recognize the efforts of volunteers to maintain enthusiasm and commitment

Compensation

This is a **full-time position**.

Salary is in the range of \$55,000-\$62,000 annually, commensurate with experience.

Benefits package: Medical and dental insurance, 13 paid holidays and two weeks of vacation/sick leave, 401k retirement plan with match; professional development support.

This position is **predominantly in-office but flexibility is possible**, and will require occasional evenings and weekends, especially during key fundraising events or community programs.

Preference for candidates with:

- At least 3 years of experience in the nonprofit sector
- At least 2 years of donor/membership development and fundraising experience
- At least 2 years' experience in planning events and campaigns, and soliciting sponsorships
- BA/BS OR higher in a field related to fundraising or aspects of the Conservancy's core mission
- Demonstrated interest in mission elements of historic preservation, environmental conservation, sustainability, and/or archival history
- Strong written, verbal, and presentation skills; persuasive and articulate communicator and active listener
- Strong, analytical, organizational, and decision-making skills with a high attention to detail and the ability to balance multiple priorities and concurrent deadlines
- Ability to work independently and facilitate collaborations as part of a team, handle sensitive situations with empathy and diplomacy, and maintain confidentiality with tact and discretion
- Proficiency with Neon (or similar) donor database system and Microsoft Office Suite
- Additional nonprofit and/or development/fundraising certification (e.g., 'CFRE'), and experience in communications and marketing a plus but not required
- Experience with Adobe Creative Suite a plus but not required
- Familiarity with the Chestnut Hill area a plus but not required

The Conservancy is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. The Conservancy is committed to building a culturally diverse team.

ABOUT THE CHESTNUT HILL CONSERVANCY:

The Conservancy is a member-supported community nonprofit land trust, historic preservation advocate, and research archive dedicated to sustaining the green historic character and natural resources of Philadelphia's Chestnut Hill and surrounding communities in Philadelphia and Montgomery County. Through programs, exhibits, tours, and our Archives (with over 40,000 photographs, maps, records, and more), CH Conservancy is an educational center and advocate working to preserve and interpreting our region's heritage and environment. An Accredited Land Trust, CH Conservancy also runs an innovative easement program to conserve open space and preserve historic properties, in conjunction with the Friends of the Wissahickon. See more at: www.CHConservancy.org.

TO APPLY: Email a resume, cover letter, salary expectations, and relevant writing sample to LORI@CHConservancy.org. Please put "Development Manager – your surname" in the Subject Line

Position is available immediately, and will remain open until filled.