



Providing wild and forested lands and clean waterways for our community, *forever.*

Director of Development

Department: Community Impact

Reports To: Vice President of Development & Marketing

Status: Full-time, salaried, non-exempt

Pay: Negotiable based on experience.

Who we are and what we do:

The Lancaster Conservancy is a 501(c)3 private, nonprofit land trust accredited by the Land Trust Alliance. The Conservancy has been successfully preserving and stewarding natural lands in Lancaster & York Counties for over 50 years, culminating in a portfolio of 8,000+ acres across 50 nature preserves. Recently, the Conservancy has significantly increased its pace in preserving the remnants of interior forest and other natural landscapes within the Susquehanna Riverlands and Pennsylvania Highlands bioregions of Lancaster and York counties. The Conservancy's greatest success is its proven ability to connect individually preserved parcels into broad conservation areas; it has done so through strategic land acquisitions, stewarding existing forest, and restoring degraded ecosystems.

Position Description:

The Director of Development joins Lancaster Conservancy's Community Impact Department to support the organization's annual and special campaign fundraising efforts.

Priorities include building and stewarding strong relationships with Conservancy supporters and prospects to secure philanthropic contributions including individual gifts, legacy gifts, annual fund contributions, foundation grants, corporate support, and special campaign donations to advance the organization's mission. This position will work closely with the CEO and President, VP of Development and Marketing, and relevant staff and board committees to plan and execute short- and long-term development strategies.

Primary Duties:

- ▶ Develop, plan, coordinate, execute, and evaluate fundraising strategies and activities in conjunction with President, VP of Development & Marketing, pertinent committees, volunteers, and staff to raise philanthropic funds for the Lancaster Conservancy.
- ▶ Research, identify, cultivate, and steward relationships with current and prospective individual donors and funders, including major and legacy gifts.
- ▶ Build and solicit corporate support, including the execution and further development of the organization's sponsorship program.
- ▶ Develop, manage, and produce donor communications, including the creation and distribution of fundraising appeals and timely acknowledgments, online fundraising and donor stewardship

Lancaster Conservancy
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Lancaster, PA 17603

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communications, as well as other digital and print publications pertinent to the department's fundraising needs.

- ▶ Research, prepare, and track non-governmental grant applications as well as communications and reporting with the granting organizations and with involved Conservancy departments.
- ▶ Work with Community Impact Department staff and committee volunteers to plan, manage, and execute successful fundraising, cultivation, and donor stewardship events, including the annual fall fundraiser Dine on Harvest Moon, and other community engagement events as assigned.
- ▶ Maintain the accuracy of the organization's donor database through timely record keeping and data entry. Analyze and prepare reports on fundraising activities and performance.
- ▶ Follow the organization's document retention policy and fundraising best practices to ensure pertinent donor information and correspondences, such as gift agreements and restrictions, are tracked and executed appropriately.
- ▶ Manage and track assigned development budgets, ensuring accurate reporting.
- ▶ Prepare presentations and speak professionally about the Conservancy at meetings and events to grow current and future support.
- ▶ Other duties as assigned.

Qualifications:

- ▶ Bachelor's degree and five years of successful fundraising or development related experience OR seven or more years of demonstrated success in nonprofit fundraising or a related field
- ▶ Passion for the environment and land conservation
- ▶ Experience in nonprofit organizations
- ▶ Ability to work and direct others in a fast-paced, high-stress environment especially during event execution
- ▶ Excellent facilitation, and written and verbal communication skills
- ▶ Ability to interact with and foster positive relationships with diverse stakeholders
- ▶ Extreme attention to detail, ability to work in a highly collaborative environment, and goal-oriented
- ▶ Proficiency with Microsoft Office Suite or similar email, word processing, spreadsheet, and presentation computer software
- ▶ Previous experience with managing a development database — specific experience with Salesforce NPSP is a plus
- ▶ Must be able to occasionally move up to 20 pounds, traverse uneven ground up to 2 miles, and work outdoors in exposed conditions
- ▶ Evening and weekend work is occasionally required
- ▶ This position must possess and maintain a current, valid driver's license

This is a full-time, salaried, non-exempt position with competitive pay and benefits. This position is based out of our headquarters in Lancaster City, PA with frequent travel to meetings and events in both York and Lancaster counties. A hybrid work schedule can be discussed with the position's supervisor.

Interested, qualified applicants should send a cover letter and resume to Kelly Snavely at

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KSnively@lancasterconservancy.org. Please list your last name and Director of Development as the email's subject line (i.e. Lastname Director of Development). Position will be open until filled.

The Conservancy is happy to consider candidates who may not meet all the listed requirements, as well as candidates who are at various stages of their career or come from other industries or fields. We are most interested in candidates whose values align with the Conservancy's and who have diverse backgrounds that would contribute meaningfully to our work.

Lancaster Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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