



OPPORTUNITY: Director of Development French & Pickering Creeks Conservation Trust

THE ORGANIZATION

Since French & Pickering [F&P] was established in 1967, the organization has worked with landowners, townships, foundations, and the county and state to purchase and monitor conservation easements, create parkland, and preserve environmentally sensitive land leading to the protection of more than 13,500 acres in northern Chester County.

French & Pickering works daily to protect the scenic and cultural landscapes that surround you; to create opportunities for families to connect with nature through public trails, nature preserves, and environmental education opportunities; and to protect critical habitat and ecosystems for the non-human residents in our neighborhood.

Please visit frenchandpickering.org to learn more about its nonprofit mission.

THE POSITION

The Director of Development [DoD] is a member of the senior leadership team, reporting to the Executive Director, and is responsible for creating a community of giving that funds annual operations, lays the financial foundation for organizational growth, and secures the long-term resources required for a sustainable fiscal future in support of the mission. This is a full-time, hybrid position.

POSITION RESPONSIBILITIES

- Manage and oversee successful retention and expansion of all F&P revenue streams including but not limited to:
 - Memberships
 - Individuals
 - Annual appeals
 - Corporations
 - Foundations
 - Planned gifts including the Morris Society
 - Events, programs, and projects
- Direct fundraising to expand F&P's culture of philanthropy, with an emphasis on Foundations and grant submissions, corporate giving and sponsorship, and successful engagement, solicitation and stewardship of individual donors
- Facilitate and promote productive fundraising partnerships and collaborative engagement among the Board of Directors, Development Committee members, the Executive Director, and staff, donors, prospects, vendors
- Provide the Executive Director (and others as appropriate) with weekly updates/work plans as well as analysis of development activities and recommendations
- Plan and execute an annual development calendar to grow revenue across all metrics while assessing the respective areas (Iron Tour, Auction, Land Matters, Individuals, Foundations, Corporations, major donors, etc.)

- Identify and collaborate with key organizational ambassadors on cultivation and stewardship strategies for donor prospects including Conservation Easement Landowners, Legislators, event and program attendees, and others
- Support the Communications and Programs Coordinator in developing coordinated, targeted, and diversified communications, social media and programming as needed to maintain and enhance F&P's public image
- Provide the Executive Director with timely notice of areas of concern and changes to Land Trust Alliance standards and practices that pertain to Development and Communications
- Oversee and manage F&P's DonorPerfect platform, to optimize and facilitate F&P's fundraising initiatives, including but not limited to:
 - Strategically identify, configure, record, and continually update F&P records, fields, relationships, and business rules to ensure an efficient and organized database system
 - Generate tailored queries and seamless exports of donor data as needed
 - Maintain a data hygiene calendar that incorporates periodic (typically quarterly or semiannually) data scrubbing, duplicate record identification, NCOA updates, deceasing, and wealth screening
 - Uphold the integrity of all DonorPerfect records in strict accordance with Land Trust Alliance Accreditation Standards & Practices, guaranteeing compliance and adherence to industry best practices
- Support the Governance Committee regarding Board of Directors orientation and onboarding
- Other duties as assigned

Personal Attributes & Qualifications

- Bachelor's Degree and 10 years of progressively responsible experience including five years of experience with individual, corporate, and foundation fundraising, member services, communications, public relations, and program development in a nonprofit organization and at least 3 years experience in a leadership capacity
- Adherence to the highest professional and ethical standards
- Conservation experience is preferred, but individuals with relevant development experience in other fields will be considered
- Proven experience managing and advancing member and donor relationships
- Demonstrable skills in relationship building
- Proficiency in DonorPerfect, Outlook, Excel, Word. Ability to fully utilize and understand the DonorPerfect database program
- Experience with Constant Contact or similar systems; knowledge of WordPress or similar web-based editing preferred
- Ability to work collaboratively and successfully with committee chairs, senior management, and board leadership
- Positive spirit, dependability, flexibility, creativity, and efficiency
- Exceptional interpersonal and problem-solving skills; superior organizational, written, and verbal communication skills
- Ability to assist with tasks outside of core responsibilities as needed
- Familiarity with French & Pickering's accomplishments, programs, and constituency a plus
- Possession of a valid driver's license and have an insured motor vehicle

Physical Requirements/ Working Conditions

- Ability to travel throughout northern Chester County and possibly beyond for any and all necessary F&P responsibilities (including but not limited to: donor meetings; landowner/site visit meetings; corporate/foundation meetings, etc.) and relationship-building
- Position requires reporting to the administrative office [when required] and maintaining a flexible schedule including occasional evenings and weekends for scheduled events, programs, and committee meetings
- Position could, on occasion, involve hiking hills and walking uneven terrain in addition to reaching, lifting, carrying, pushing, and pulling for placement and setup of event support items up to 35 pounds (tables, chairs, signs, displays, etc.)

COMPENSATION

The position has a salary of \$80,000. French & Pickering offers a generous package of benefits including medical, vision, paid time off, a simple IRA with company match, short- and long-term disability, and an annually approved slate of paid holidays.

TO APPLY

Click this [link](#) or submit a resume and cover letter to Patty Cook, pcook@matchingmissions.com. Please note that a cover letter is essential to your candidacy and should include the following: why your credentials are a good fit for French & Pickering Creeks Conservation Trust and confirmation that the posted salary is in alignment with your expected compensation. Please tell us where you saw the position advertised.

EEO/AAP Statement

French & Pickering Conservation Trust provides equal employment opportunities to all employees and applicants for employment. F&P 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, and any other characteristic protected by federal, state, or local laws.