Position Title: Director of Development

Position Description: The NACD Director of Development manages a growing resource development portfolio in support of national conservation objectives and other duties as assigned.

Essential Duties and Responsibilities:

• Provide engagement in and management of comprehensive fundraising development plan, in close coordination with CEO and management team, to identify and pursue strategic partnerships and projects; and to coordinate and conduct related outreach to businesses, foundations, NGOs and other stakeholders.

• Provide staff support and coordination for fundraising activities of the National Conservation Foundation (NCF).

• Lead sponsorship and exhibitor efforts to support NACD annual meetings and other conferences and assist with planning and promotion of annual meetings and other conferences.

• Develop grant proposals for opportunities in line with NACD and NCF missions and priorities. Manage reports and communications to funders and other partners.

• Provide guidance across programmatic areas to ensure development outcomes and objectives are met.

• Supervise, manage and coordinate staff work of development team to achieve programmatic goals and objectives.

• Perform any and all related duties in coordination with CEO that advance NACD and NCF.

Qualifications:

• Minimum 5-years of experience and strong record of success in fundraising or related field

• Strong public speaking experience and presentation skills

• Strong writing skills, attention to detail, ability to multi-task and consistently meet deadlines required

• Ability to work with grassroots leadership, region representatives, contractors and other personnel who work across the U.S.

• Bachelor’s degree in related field is required, advanced degree preferred.

• Moderate travel is required.

This position is based in Washington, D.C. and reports to the NACD Chief Executive Officer.

To apply: Send your resume, cover letter and two writing samples to NACD HR at hr@nacdnet.org by Friday, March 13 with ‘Director of Development’ in the subject line.

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