TITLE: Director of Development – Pennsylvania

REPORTS TO: Director of Individual and Planned Giving

STATUS: Exempt

MAJOR RESPONSIBILITY: Seek private funding support for the Chesapeake Bay Foundation’s (CBF) annual operating needs and campaign initiatives by significantly expanding the donor base in Pennsylvania with an emphasis on individuals giving $5,000 or more annually. Function as a collaborative member of the Development team and the Major Gift unit, building relationships that also engage a number of corporate and foundation donors.

ESSENTIAL FUNCTIONS:

1. Seek private funding support for annual operating needs and campaign initiatives.

   a. Manage a portfolio of approximately 200 prospects and suspects capable of making major gift commitments at the $25,000 plus level with a focus on securing gifts and pledges of $5,000 or more annually. Approximately seventy percent of the Director’s time will focus on fundraising from individual donors.

   b. Work with the Corporation and Foundation Relations (CFR) unit to support efforts to target foundations and corporations in Pennsylvania for outright gifts, sponsorship and cause-related marketing ventures. Provide on-site coordination to assist and support the CFR Public Grants Officer in timely budget development, deliverables and reporting for public grants. Approximately thirty percent of the Director’s time will focus on fundraising from corporations and foundations.

   c. Visit approximately 15 donors/donor prospects every month to fully engage CBF donors in appropriate areas of Pennsylvania.

   d. Conduct discovery calls to qualify potential donors and determine capacity and inclination to give.

   e. Identify suitable matches between CBF programs and a donor’s funding objectives.

   f. Engage donors and prospects in events and field activities as part of the cultivation and stewardship process.

   g. Serve as an effective and recognized representative of CBF in Pennsylvania.
2. Engage CBF program staff, volunteers, and trustees in the development process.
   
   a. Work closely with colleagues in CBF’s Pennsylvania, Washington, DC, Virginia, and Maryland offices, engaging them in cultivating and stewarding donors.
   
   b. Work with CBF volunteers to identify, cultivate, solicit, and steward donors.
   
   c. Collaborate with other CBF Development team members to: shape fundraising strategies for specific donors; report on progress with assigned donors as part of regularly scheduled prospect management meetings; and provide accurate revenue projections for progress toward key team goals.

3. Help to develop CBF’s membership and overall base of support throughout the watershed region.
   
   a. Facilitate outreach events in Pennsylvania working with appropriate Development staff. Events are to educate and cultivate prospects and steward members and donors.
   
   b. Promote local CBF activities and accomplishments to donors and prospects to strengthen the CBF brand.
   
   c. Develop an understanding of local and state environmental concerns and be able to articulate CBF’s position and statement of need. Coordinate such messages into membership and annual fund messaging.

4. Monitor and oversee program expense budget, ensuring proper approval and coding of expenses.

5. Other duties as assigned.

KNOWLEDGE: A Bachelor’s degree and minimum of three years experience with major gift solicitation and campaign experience. Successful candidate will demonstrate excellent oral, written, and interpersonal communication skills; experience with preparation of funding requests; an ability to work effectively with volunteers; an ability to work as a member of a fundraising team. Proficiency in computer systems and knowledge of Raiser’s Edge or similar fundraising software preferable. Experience in a mission driven, environmental advocacy and educational organization is desirable. Planned giving experience welcome but not required.

PROBLEM SOLVING: Develop cultivation and solicitation strategies for major gift prospects and suspects by assessing philanthropic intent, interest in supporting CBF, and giving capacity. Utilize tracking systems for moves management and information management. Customize correspondence and in-person presentations as needed. Excellent time management skills needed to handle multiple, concurrent projects.
ACCOUNTABILITY: Goals and objectives are set with the assistance of the supervisor. Goals include securing visits, qualifying prospects, and securing annual gifts and multi-year commitments. Must be able to work independently without regular on-site supervision and have a strong internal drive to complete goals and overcome obstacles.

STRATEGIC IMPACT: The goal of CBF’s strategic plan is that by 2015, the federal government with state cooperation will be fully enforcing the Clean Water Act and all other federal statutes applying to the Chesapeake Bay watershed system’s environmental health and productivity. CBF will conduct an integrated, inspirational, and comprehensive campaign to empower, encourage, and facilitate citizen pressure on government to meet the vision for the Bay. The Director will be on the frontlines of this effort, engaging influential residents of Pennsylvania to enthusiastically help CBF achieve strategic goals through generous financial support and by facilitating other key organizational objectives.

REQUIREMENTS: Position requires extensive travel throughout Pennsylvania. The Director must be prepared to work from CBF’s office in Harrisburg. Position will require regular travel to CBF’s headquarters in Annapolis, MD for meetings, as well as periodic overnight travel.

To apply, please send cover letter, resume, and salary history and requirements to:

Human Resources/ Director of Development – Pennsylvania
Chesapeake Bay Foundation
6 Herndon Avenue
Annapolis, MD 21403
Cbf_employment@cbf.org

CBF offers a comprehensive benefits package to include: 20 vacation days, 10 sick days, health, vision, dental, life insurance, and a tax deferred annuity plan. The Chesapeake Bay Foundation is an Equal Opportunity Employer.