



ALLEGHENY LAND TRUST

DEVELOPMENT DIRECTOR EMPLOYMENT OPPORTUNITY

Title: Development Director

Type: Full Time, 40 hours/week

Status: Exempt, Salaried

Office Location: Sewickley, PA

Reports To: Vice President of Development & External Affairs

Compensation: \$50,000 to \$55,000 plus excellent benefits including vacation, sick and personal time off, paid holidays, medical, dental and vision benefits, paid parental leave and a retirement plan with 3% employer contribution

About Allegheny Land Trust

Founded as a 501(c)(3) nonprofit in 1993 in response to the rapidly declining amount of green space in Allegheny County, Allegheny Land Trust (ALT) has protected more than 3,300 acres to preserve our region's unique natural beauty, provide accessible outdoor recreational opportunities, improve water quality, sustain biodiversity, and enhance the overall quality of life for all. ALT's strategic priorities are land protection, land stewardship, community conservation, and environmental education. More information can be found at alleghenylandtrust.org.

Position Summary

The Development Director is a full-time employee who will expand fundraising support for Allegheny Land Trust's mission among current and prospective individual, business, foundation, and government funders by independently executing a wide range of development activities under the leadership and direction of ALT's Vice President of Development & External Affairs.

In addition to having responsibility for the attainment of specific fundraising goals, the Development Director will be expected to play an active role in the creation of future institutional advancement strategies and to contribute collaboratively on broader organizational problem solving and strategic discussions.

Duties and Responsibilities

- Membership Program Management – Lead ALT’s membership program to deliver continued growth in the number of active individual donors. Work collaboratively with staff to create strategies and implement tactics to both acquire new donors and generate strong retention rates among existing donors.
- Major Donor Development – Contribute to the creation and implementation of a more formalized strategic approach to increase both the number of individual donors making major gifts and the amounts of major gifts from both long-term existing donors and potential new conservation donors with sufficient capacity.
- Business Sponsorship Expansion - Identify and systematically pursue a target prospect list to increase the number of businesses supporting ALT financially and/or through employee volunteer events. Increase total dollars raised from business sources.
- Foundation Expansion / Grant Writing – Research, identify, and pursue local and national charitable foundations that are new to ALT and have funding priorities that align with ALT’s mission and/or specific project needs. Draft and submit grant requests as appropriate.
- Governmental Grant Expansion / Grant Writing - Research state and federal grant programs with funding priorities that align with ALT’s mission to identify potential new funding sources for ALT projects. Evaluate, draft, and submit grant requests as appropriate.
- Community Campaigns - Lead or participate in local fundraising campaigns to support property acquisitions and other local campaigns as needed.
- Civic Partnership Cultivation - Expand ALT’s visibility in the community by playing an active role in building relationships with other non-profits, civic organizations, and local agencies as appropriate.
- Other duties assigned by the supervisor.

Qualifications

- Knowledge of non-profit organization fundraising as gained through prior experience in non-profit staff or board roles.
- Proven ability to work successfully with diverse communities and demonstrated commitment to promote and enhance diversity, equity, access and inclusion.
- Superior oral and written communications skills, including a demonstrated ability to communicate effectively with diverse individuals and audiences and a proven track record of influencing key decision makers.
- Demonstrated ability in grant writing and/or proposal writing.
- Tangible track record as a motivated self-starter capable of working independently and consistently achieving challenging goals, while also excelling in collaborative team environments.
- Demonstrated ability to think strategically to create and execute plans that fulfill organization objectives.

- Knowledge of Office 365 software and cloud-based systems with proficiency in Microsoft Word, Excel, Powerpoint and Sharepoint.
- Excels at close attention to detail to ensure work produced is accurate.
- Understanding of and willingness to comply with ALT policies, procedures and practices.

Requirements

- Must either possess a bachelor's degree with 5-7 years of professional experience in Business Development, Sales/Sales Management, Marketing, Public Relations, Communications, Institutional Advancement, or Non-Profit Development. An associate's degree with 7-10 years of experience will also be considered.
- A reliable form of transportation (car, bus, bike) to get to our office and to our conservation areas as needed.
- A valid PA driver's license.
- Reliable internet access at home.

To Apply

- Send a cover letter, updated resume and at least three references to Tom Dougherty at tdougherty@allegHENYlandtrust.org.
- Application materials must be received no later than Monday, November 1, 2021 at 5:00 PM.

Allegheny Land Trust is an equal opportunity employer committed to diversity, equity, access and inclusion. Allegheny Land Trust will not discriminate against any employee or applicant based on race, color, national or ethnic origin, religion, age, sex, handicap, pregnancy, sexual orientation, or gender identity.