



Position Available: Development Director

Position Summary

Parks & Trails New York seeks a dynamic, goal-oriented candidate for the position of Development Director who enjoys the challenge of working on a variety of fundraising programs. The Development Director, who reports to and works closely with the Executive Director, as well as a Board Development Committee, designs, develops and implements a range of fundraising initiatives, including individual giving, membership, corporate sponsorships, foundation and government grants, online giving, and special events.

Detailed Responsibilities

The Development Director manages all fundraising efforts to meet the short- and long-term needs of Parks & Trails New York.

- Develop a comprehensive fund development plan: identify annual revenue goals and sources and analyze progress towards those goals.
- Identify, cultivate and solicit prospects for financial support, including individuals, corporations, foundations, and special event sponsors, and nurture existing funders.
- Direct membership program.
- Oversee online fundraising.
- Create and oversee production of all fundraising materials: membership acquisition and retention vehicles, board solicitations, annual fund appeals, annual report, communications and reports to donors, major donor cultivation materials, and donor acknowledgements.
- Manage fundraising receptions, including honoree selection.
- Work closely with the Executive Director, Board of Directors, Development Committee, staff, and volunteers in fundraising activities, especially donor and prospect cultivation.
- Participate in solicitations, as appropriate.

Requirements

- At least 5 years development experience
- Strong written and verbal communication skills
- Excellent interpersonal, organizational, and strategic thinking skills
- Ability to work independently and as a team member and willingness to roll up his/her sleeves to do whatever is necessary to advance development efforts
- Bachelor's degree or higher
- Familiarity with New York State and with conservation and planning issues a plus
- Familiarity with MS Office Suite, donor database systems, content management software, and Adobe Creative Suite

Compensation/Work Environment

Competitive salary; attractive benefit package, including health and dental, retirement plan, generous vacation time; collaborative work environment with a committed, creative team.

How to apply

Submit letter of interest, including salary requirements, and resume. Mail: Development Director Search, PTNY, 29 Elk Street, Albany, NY 12207, e-mail: careers@ptny.org, fax: 518-427-0067. The position will remain open until filled.

Parks & Trails New York, a statewide advocacy organization based in Albany, works to expand, protect, and promote a network of parks, trails and open spaces throughout the state for use and enjoyment by all. More information:

www.ptny.org