



Position Available: Development Director

Position Summary

Parks & Trails New York seeks a dynamic, goal-oriented candidate who enjoys the challenge of working on a variety of fundraising programs and working in a collaborative environment with a committed, creative team. 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

- Develop a comprehensive annual fund development plan, including revenue goals and sources. Analyze progress towards those goals throughout the year.
- 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 fundraising materials: membership acquisition and retention vehicles, board solicitations, annual fund appeals, annual report, newsletters, donor communications.
- Manage fundraising receptions.
- 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 3 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
- Bachelor's degree or higher
- Familiarity with MS Office Suite, donor database systems, content management software, and Adobe Creative Suite
- Familiarity with New York State and with conservation and planning issues a plus

Compensation

Competitive salary; attractive benefit package, including health and dental, retirement plan, generous vacation time.

How to apply

Submit letter of interest, including salary requirement, and resume to careers@ptny.org. 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