



NORTH SHORE LAND ALLIANCE

North Shore Land Alliance Job Description

Position: Director of Development
Supervisor: President
Location: NSLA, 151 Post Road, Old Westbury, NY 11568
Period: 5 days/per week
Salary: Commensurate with Experience
Start Date: As Soon as Possible

Founded in 2003, the North Shore Land Alliance (NSLA) is a 501(c)(3) not-for-profit nationally-accredited land trust formed to protect and preserve, in perpetuity, the green spaces, farmlands, wetlands, groundwater and historical sites of Long Island's North Shore for the enjoyment and benefit of present and future generations and the protection and enhancement of quality of life.

Summary of Position: The Director of Development will:

- Publicly launch a \$25M Capital Campaign in 2015.
- Lead the development and execution of an annual fundraising plan.
- Cultivate and solicit major donors.
- Prepare and track proposals and stewardship reports for foundation and corporation support.
- Develop and implement a Deferred Giving Program.
- Manage the Heritage Committee – the Land Alliance's Young Friends Program.
- Create and execute a strategy for a large sustained base of annual individual donors via membership and annual giving programs, including an Open Space Society.
- Oversee the organization of all fundraising events, including design and execution of all materials related to the following annual events: Wine Auction, Open Space Society Dinner, Manhattan Lecture, Golf Outing and Heritage Committee events.

Campaign Responsibilities Include:

- Advise on Campaign Strategy and the structure and progress of the Campaign.
- Track progress of prospects, proposals and/or donor solicitations based on planned objectives for Campaign funding sources.
- Provide support and guidance to fundraising committees in conjunction with the Land Alliance President.
- Prepare and present campaign status reports to the Board and Campaign committees.

Campaign Responsibilities, Continued:

- Maintain individual work plans for campaign steering committee members and relevant board members.
- Provide direction for solicitations to Campaign prospects, including scheduling appointments with potential campaign donors and writing campaign proposals.
- Plan, schedule and oversee prospect tours, meetings and appointments.
- Maintain committee calendars, providing reminders for key actions related to the Campaign, including organizing and taking minutes for meetings.
- Research, update and record data on prospective and current donors related to the Campaign, and prepare reports as needed.
- Manage development of Campaign communication materials and messaging including mailings, website/campaign pages, and coordination with vendors and special projects related to the campaign.
- Draft, proofread and finalize campaign correspondence to donors, board and staff.
- Manage fundraising events related to the Campaign.

Qualifications

- BA required, Master's preferred
- Proven record of planning and executing a successful capital campaign of more than \$10M.
- Five years relevant fundraising experience with specialization in individual giving/major gifts.
- Knowledge of the Long Island/New York City philanthropic/non-profit community.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Proficiency in fundraising database and research software.
- Knowledge of Microsoft Office.

Requirements:

- Good communication skills, both verbal and written, and an ability to work with a diverse group.
- Ability to organize time and work with minimal supervision.
- Trustworthy, reliable and honest in handling confidential information.
- Flexible as the responsibilities of each day may be very different.
- Availability to work evenings and weekends as required.