



DEVELOPMENT DIRECTOR

POSITION SUMMARY:

The Development Director is responsible for supporting the development and implementation of all of St. Johns RIVERKEEPER's fundraising initiatives, including: membership program, major gifts, grant writing, planned giving, special events and capital campaigns. The Director works closely with the Executive Director in all development and fundraising endeavors.

JOB RESPONSIBILITIES:

- Work with Executive Director and Fund Development Committee to develop and implement an annual fund development plan.
- Regularly meet and communicate with current and prospective donors and supporters to foster and build strong relationships.
- Develop and support a major gifts program including identification, prospect research, cultivation, solicitation, and stewardship of major donors.
- Coordinate grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on facilitating bequest expectancies and other deferred gifts.
- Direct the membership program, including mailings and annual fundraising drives.
- Coordinate fundraising special events.
- Staff Board Development Committee meetings.
- Ensure accurate and comprehensive entries in the fundraising database and tracking systems.
- Collaborate with other staff to ensure effective communications and sufficient financial support for ongoing and future programming needs.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Represent St. Johns Riverkeeper in the community at events and speaking engagements.
- Perform other related duties as requested.

QUALIFICATIONS:

- Embraces the mission of St. Johns RIVERKEEPER.
- Strong interpersonal and writing skills.
- Demonstrated knowledge, experience, and success in nonprofit fundraising.

- Strategic planning skills with proven ability to develop and implement effective goals, strategies, and metrics.
- Ability to work with and motivate staff, board members and other volunteers.
- Highly motivated to get out of the office, connect, and build external relationships.
- Self-starter and goal-driven in initiating donor visits and fundraising calls.
- Well organized and exhibits follow through on tasks and goals.
- Displays a positive attitude; shows concern for people and community; demonstrates presence, self-confidence, common sense and good listening ability.
- Experience with Salsa CRM and Salsa Engage is a plus.
- A bachelor's degree preferred.
- 3 - 5 years of experience in professional fundraising.

SALARY/BENEFITS:

\$60,000 - \$70,000, including benefits. Commensurate with experience and other qualifications.

APPLICATION:

Submit your resume with a letter of interest to Jimmy Orth, Executive Director, at jimmy@stjohnsriverkeeper.org by **Monday, March 14, 2021**.

Resumes will be reviewed on an ongoing basis and a hiring decision may be rendered prior to the deadline.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

St. Johns RIVERKEEPER, Inc. is a non-profit organization that serves as an advocate for the St. Johns River, its watershed, and the citizens to whom this tremendous resource belongs. Our mission is to be an independent voice that defends, advocates, and activates others for the protection and restoration of the St. Johns River.

St. Johns RIVERKEEPER
2800 University Blvd. N.
Jacksonville, FL 32211
(904) 256-7613
www.stjohnsriverkeeper.org