

JOB DESCRIPTION

Development Director

Job Responsibilities

The Natural History Institute (NHI) Development Director is responsible for organizing and launching a coherent set of development activities to build support for the Natural History Institute's mission and programs. This includes initiating constituent relationship management software; cultivating individual, corporate, and foundation gifts; annual fund coordination; marketing and communications efforts. The Development Director works closely with the Executive Director and the Board of Trustees to achieve the mission and vision of the organization.

The Development Director will:

Develop and implement a comprehensive development program that provides leadership to board, staff, and volunteers in order to secure sustained support from foundation, corporate, government and individual donor sources. They will advise and help coordinate communications and marketing programs to achieve strategic goals.

Fundraising

- Establish fundraising goals, and strategies, in consultation with Executive Director and Board of Trustees; participate in assessing progress toward goals; prepare annual operating plan; and submit regular reports to Executive Director
- Lead research efforts and support staff and board in pursuing potential sources of funding from individuals, government, public agencies, private foundations, and corporations and businesses to support the Institute's budget
- Develop and maintain productive relationships with partners
- Coordinate and help produce fundraising events and activities

Marketing and Communications

- Advise the marketing and communications efforts of the Institute

Administration

- Generate fundraising reports for Executive Director and Board. Track and monitor fundraising progress in accordance with Strategic Plan
- Contribute to annual budgetary planning efforts

Qualifications

- Three years of development, fundraising and grant-writing experience with individual donors, corporations and foundations, with demonstrated record of success
- Experience working with a board of directors to achieve fundraising revenue goals
- Strong budgeting, planning, communication and project management skills

- Passion for natural history and the mission of the Natural History Institute
- Degree in communications, public relations or related field
- Excellent time management and organizational skills
- Ability to work independently and in a collaborative environment
- Thorough understanding of all components of a diversified funding base
- Essential capacities of successful applicant include: a) a collegial and collaborative approach to work; b) excellent written and verbal communication skills; c) organizational and strategic planning skills

Compensation

This is a full-time, exempt position; reports directly to Executive Director.

Salary: \$60,000, plus benefits, including medical, dental, and vision insurance and 401k plan.

About the Natural History Institute and Prescott, Arizona

The Natural History Institute is a 501(c)3 nonprofit, in its fourth year of independent operation. Our mission: *The Natural History Institute provides leadership and resources for a revitalized practice of natural history that integrates art, science, and humanities to promote the health and well-being of humans and the rest of the natural world.*

The Institute is based in Prescott, Arizona, which sits among pine-clad mountains, a mile above sea level. The area is known for its outstanding climate – with four distinct seasons, and more than 300 days of sun each year—and abundant outdoor recreation opportunities.

To Apply

Candidates should submit resume and cover letter outlining reasons for interest in this position, to: info@naturalhistoryinstitute.org, with “Development Director application” as the subject line.

Application deadline: January 31, 2021

Start date: March 1, 2021

Natural History Institute

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email: info@naturalhistoryinstitute.org / web: www.naturalhistoryinstitute.org