



*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Development Director**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

Job Description:

The Development Director will play a critical leadership role, working closely with the Chief Executive Officer (CEO), staff senior leadership, and the Board of Directors to achieve organizational Goals, Strategies, and targets as laid out in the Alliance's [2023-2028 Strategic Plan](#). The ideal candidate is a self-starter, is constantly learning, and has an entrepreneurial work ethic. This Development Director will contribute to expanding the Alliance's impact by growing unrestricted funding sources for internal growth, financial sustainability, and to further invest in the Alliance's four defined program areas.

Key Areas of Responsibility and Specific Duties:

- **Develop and Implement a Comprehensive Fundraising Plan**
 - This plan will be consistent with the Goals & Strategies of the Alliance's 2023-2028 Strategic Plan. This includes objective and tactic building associated with major gifts, corporate and foundation giving, planned giving, special events, and more.
 - Establish and cultivate relationships with key individuals, organizations, and agencies for fundraising opportunities.
 - Manage and grow a portfolio of 150+ existing and prospective donors.
 - Provide fundraising leadership and expertise; manage relevant projects, partners, and budgets.
 - Monitor and analyze fundraising data to evaluate performance and adjust tactics as necessary.
- **Manage, lead, and grow the Development Team**
 - Provide guidance, training, and support to both achieve fundraising goals and uphold the Alliance's Expectations of Staff. Currently there is one full-time Development Associate who will report to this position.
 - Secure and maintain unrestricted funding for >12 months at salary rate. Ensure all supervised employees are funded for >12 months, taking into consideration COLA and potential merit increases.
- **Collaborate with the CEO, COO, staff senior leadership, and the Board of Directors**
 - Ensure fundraising objectives and tactics are aligned with the organization's 2023-2028 Strategic Plan mission, principles, and established targets. Lead efforts related to Alliance's defined target of 300% increase in secondary funding sources by 2028.
 - Collaborate with the CEO, COO, and staff senior leadership to create and adopt new or improved processes and procedures related to fundraising efforts that intersect with programmatic deliverables and communications efforts.
 - Work with the CEO to establish and reach a net positive fundraising, development, and communications annual budget in 2024 and beyond.

- **Collaborate with the Communications Team**

- Under the direction of the CEO, collaborate with the Communications Director and team in developing effective donor communications and marketing materials, pitch documents, donor correspondence and giving requests, and requests for support from sponsors and other private entities.

Minimum Qualifications & Experience:

- 5+ years of nonprofit fundraising experience.
- Proven management and leadership abilities.
- Experienced making fundraising asks and speaking confidently about the organization's mission and efforts.
- Demonstrated ability to create and nurture new and established donor relationships.
- Excellent written, verbal, and interpersonal skills.
- Experience effectively collaborating with remote team members.
- A self-starter, disciplined, and highly motivated.
- Experience working with fundraising software and interpreting databases. The Alliance utilizes Humanitru as our CRM and online fundraising platform.
- Proficient in the Google Suite and Microsoft Office products.
- Familiarity with the environmental field and its political landscape.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay Watershed restoration effort. Visit www.allianceforthebay.org/DEI to learn more.

The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet at least 75% of the qualifications of this description, we encourage you to submit an application.

Supervision: The Development Director reports directly to the Chief Executive Officer.

Hours and Location: The Development Director will be based in our Annapolis, MD office. Predominantly remote-based candidates, with ability to regularly travel throughout Maryland and other Chesapeake Bay jurisdictions, may also be considered. Some night and weekend work will be required, including for quarterly Board meetings and during key fundraising events. The position advertised is full-time (40 hours per week).

Salary & Benefits: \$90,000 - \$105,000, commensurate with experience. Competitive benefits include: health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and opportunity for annual bonuses based on achieving organization identified performance goals.

Application: The information listed below should be emailed to Careers@allianceforthebay.org no later than **July 23, 2023**. Indicate “Development Director” in the email subject line. No telephone inquiries please.

- Your resume
- An introductory letter, including a written response to the following prompts, not to exceed 2 total pages:
 1. Describe your experience working with individual donors, specifically those giving \$10K+ gifts. Include information regarding your role in research, stewarding, and soliciting gifts.
 2. Articulate your leadership experience, specifically as it relates to leading a team of both immediate team members and cross-functionally with other teams.
 3. Describe your experience in growing a Development team which met organizational fundraising goals, and supported the growth of unrestricted funds to an organization.
- Provide a list of 3 professional references which includes phone numbers, email address, and their relationship to you.