



## SYCAMORE LAND TRUST

### DEVELOPMENT DIRECTOR

#### JOB DESCRIPTION

JULY 2023

#### OVERVIEW

Sycamore Land Trust is seeking an enthusiastic, well-qualified individual to lead and grow an established development program that supports our nature preservation and environmental education efforts in southern Indiana. Headquartered in Bloomington, Indiana, Sycamore is a 501(c)(3) nonprofit conservation organization that has been preserving land, restoring habitat, and connecting people to nature since 1990. We protect and care for over 11,000 acres and growing, offer free public hiking trails and educational opportunities, and are accredited by the national Land Trust Accreditation Commission.

This position is responsible for leading all fundraising activities, with the goal of increasing overall support to meet or exceed Sycamore's annual budget and strategic objectives. The Development Director is an integral member of a team of eight full-time professional staff, collaborating with our board of directors, dozens of dedicated volunteers, and over 1,200 annual supporting members to fulfill Sycamore's mission. The Development Director works closely with and reports to the Executive Director.

#### RESPONSIBILITIES

##### *Development Program Management and Planning*

- Plan and implement all development programs including major gifts, planned giving, membership and annual giving, and special appeals.
- Track progress of fundraising goals; provide the Executive Director, Development Committee, and board with ongoing reports and updates of fundraising activities and metrics.
- Lead the Development Committee and advise board members on soliciting gifts.
- Maintain Sycamore's donor database in Little Green Light to track prospects, pledges,

gifts, grants, and interactions with constituents.

- Work with the Administrative Director to manage online giving systems, online information collection systems, and the donor database.
- Employ best practices and maintain the highest ethical standards in all aspects of Sycamore fundraising, including adherence to Land Trust Alliance standards and practices.

#### *Major and Planned Gifts*

- Cultivate new and existing major donors, build and maintain trust-based relationships, and solicit gifts.
- Coordinate major grants, write proposals, and steward funders.
- Manage the Legacy Circle program to promote planned giving, and cultivate individual prospects for planned gifts.
- Assist the Land Preservation Director with fostering land and conservation easement donations, and planned gifts of land.

#### *Membership and Annual Giving*

- Oversee Sycamore's membership giving program, including new member acquisition and annual renewals, the annual end-of-year appeal, mail and online solicitations, and donor acknowledgements.
- Manage the part-time Membership Coordinator position, which will assist with mail and online solicitations, donor acknowledgements, and membership communications.

#### *Public Relations and Events*

- Plan and host special donor events in collaboration with the Communications Director, including the Annual Celebration and Holiday Party.
- Coordinate with the Communications Director on development-related messaging and review other public communications.
- Represent Sycamore at various public outreach meetings and forums.

### **SKILLS AND QUALIFICATIONS**

- Bachelor's degree and five or more years of professional experience in nonprofit fundraising, with demonstrated success in major donor development.
- Outgoing and friendly personality, with the ability to engage and work with people from diverse backgrounds.

- Strong written and oral communications skills.
- Self-directed, with the ability to lead as well as function as a team member.
- Strong organizational skills and ability to manage multiple priorities and activities.
- Proficiency with fundraising database software, Microsoft Office, and other common office software.
- Enthusiasm for conservation and the mission, goals, and values of Sycamore Land Trust.
- Experience with conservation fundraising and knowledge of Indiana is preferred.

## **OTHER REQUIREMENTS**

- Valid driver's license, demonstrated safe driving record, reliable transportation, and willingness to travel throughout southern Indiana.
- Flexibility to work evenings and weekends as needed.
- Compliance with Sycamore's COVID-19 vaccination policy. Accommodations for disability- and religious-based reasons will be considered.

## **COMPENSATION**

\$65,000 to \$85,000 annual salary, commensurate with experience and qualifications. This is a full-time, exempt position with benefits including health insurance, Simple IRA with employer matching, paid vacation and sick time, travel reimbursement, a flexible work environment, and a comfortable office located in a beautiful mid-century modern house on a wooded property on the edge of Bloomington.

## **TO APPLY**

Send your cover letter and resume to [info@sycamorelandtrust.org](mailto:info@sycamorelandtrust.org). Please include your last name at the start of the file name. The position will remain open until filled. Applications received by August 21, 2023, are assured full consideration.

## **EQUAL OPPORTUNITY**

Sycamore Land Trust is an equal opportunity employer and does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, gender expression, family or parental status, national origin, age, veteran status, disability status, or any other status protected by law.