



## **Chestnut Hill Conservancy – JOIN OUR TEAM!**

### **POSITION: DEVELOPMENT MANAGER**

*This is an exciting, opportunity to strengthen member/donor support and help shape the public image of a strong local nonprofit dedicated to history, preservation and land conservation.*

#### **POSITION DESCRIPTION**

The Chestnut Hill Conservancy seeks an energetic **development professional with strong communications skills and an entrepreneurial spirit** to manage the organization's fundraising initiatives and donor relations. This position combines strategic communications with innovative fundraising to successfully engage the organization's diverse audiences and financial supporters.

The Development Manager supports the mission of Chestnut Hill Conservancy by raising necessary funds and seeking opportunities for development and relationship-building in everything done by the Conservancy. Working with, and supervised by, the Executive Director, and an active Major Gifts Committee, the Development Manager continually identifies, fosters, and lands opportunities to grow and diversify fundraising, and builds board and donor relationships.

The Development Manager is a **part-time position (32 hours/week)**, that pays \$35,000 annually. S/he reports to the Executive Director.

#### **BACKGROUND AND ABILITIES:**

- Requires a BA/BS and at least 2 years of relevant experience in fundraising
- Proven track record of achieving fundraising targets, event management and creative connection to opportunities
- Excellent written / oral communication skills, able to craft persuasive oral and written/graphic presentations
- Able to represent the organization – as lead or as connector to Board/ED – to build relationships with members, staff, Board, volunteers, visitors, current/former donors, donor prospects, and community partners
- Detail oriented, discrete, organized, and able to use independent judgment and produce quality work within tight time constraints
- Adaptable, flexible, strategic "team player" and problem solver, with a sense of humor
- Expert in Microsoft Office Suite, including Word, Outlook, Excel, and PowerPoint
- Graphic design skills and proficiency in Adobe Creative Suite strongly preferred
- Proficient in donor management and database software
- Prior experience with conservation, preservation, and/or archives a plus but not required
- Residency in/near Chestnut Hill a plus but not required

#### **ABOUT Chestnut Hill Conservancy**

The Chestnut Hill Conservancy, founded in 1967, works collaboratively to preserve and educate about the unique architecture, open space and social history of Chestnut Hill and surrounding communities. Through planning work, programs, exhibits, tours, the Preservation Resource Center and our Archives (with over 21,000 photographs, maps, records and more), Chestnut Hill Conservancy is dedicated to preserving and interpreting our region's heritage. An Accredited Land Trust, Chestnut Hill Conservancy also runs an innovative easement program to conserve open space and preserve historic properties, in conjunction with the Friends of the Wissahickon. See more at: [www.CHConservancy.org](http://www.CHConservancy.org).

#### **TO APPLY**

Please submit a cover letter, resume and relevant writing sample to [Lori@CHConservancy.org](mailto:Lori@CHConservancy.org).

**Deadline for application is Wednesday, August 30 or until job is filled.**

## CHESTNUT HILL CONSERVANCY DEVELOPMENT MANAGER – RESPONSIBILITIES

### Grow established and new giving programs

- Increase giving in all major-gift programs:
  - Anniversary Society
  - Endowment
  - Planned Giving
  - Business Sponsorship
  - Corporate Philanthropy
  - Family/Individual Major Gifts
  - Year-End Appeal
- Actively represent the organization – as lead or as connector to Board/ED – to build and strengthen relationships with Board, volunteers, current/former donors and donor prospects
- Maintain/leverage existing support: work closely with the Major Gifts Committee and Board to cultivate major donors
- Connect to new support opportunities: work closely with the Major Gifts Committee and Board to consistently seek opportunities wherever possible to build relationships beyond existing networks and channels
- Lead and facilitate development outreach efforts; ensure each outreach-effort participant is appropriately but vigorously cultivated
- Administrative oversight of development-related work

### Produce major fundraisers:

- Responsible for production of Spring (Perennial Fete) and Fall (Architectural Hall of Fame/Preservation Celebration) fundraisers
- Sets budget for projected income and expenses during budgeting process

### Lead Development-related communications:

- Communicate with supporters through print, digital, and graphic means, to clearly and compellingly convey organizational mission and foster engagement and investment
- Responsible for the CH Conservancy brand Staff- and Board-wide, ensuring consistency of message and maximum visibility at all times
- Together with the staff, promote the importance of CH Conservancy's mission and attract new supporters; ensure all messaging is up-to-date and aligned with other messages