



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. Responsibilities include growing giving programs, producing fundraising events, and leading development-related communications.

The Development Manager is a **part-time position (32 hours/week)**, reporting 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.

TO APPLY

Please submit a cover letter, resume and relevant writing sample to Lori@CHConservancy.org.

Job will remain open until it is filled.