



Position Description

POSITION TITLE:	Director of Fundraising and Development
LOCATION:	Linville, North Carolina
SUPERVISOR:	Executive Director
SALARY:	Commensurate with qualifications and experience
DATE PREPARED:	1/23/2019

SUMMARY OF POSITION:

The Director of Development is a senior staff position ensuring the achievement of fundraising, stewardship, donor relations and development, planning and strategy as they relate to expanding the fundraising efforts for Grandfather Mountain Stewardship Foundation, Inc. The position reports directly to the President and Executive Director and works closely with the Board of Directors, Marketing and Communications staff, Special Event staff and other park staff to develop and implement fundraising strategies for the advancement of the non-profit organization's mission. The position requires a highly effective, self-motivated individual with in-depth knowledge of major giving acquisition, grant writing, capital campaigns, special events, planned giving and planning and implementing an annual fund with the support and oversight of the President and Executive Director. The Director of Development must have a passion for Grandfather Mountain and the natural world. A successful candidate must also embrace and advance the mission of the Stewardship Foundation to inspire conservation of the natural world by helping guests explore, understand and value the wonders of Grandfather Mountain. In addition, a successful candidate must demonstrate high energy, creativity, teamwork, vision, adaptability, attention to detail and collaboration with staff, donors, our Board of Directors and our community partners. The position is a salary-exempt, full-time, year-round position with competitive benefits, including paid time off, a 401K matching program, Flexible Spending Account program, health insurance and other benefits.

ESSENTIAL FUNCTIONS

- Provides leadership in developing donor campaign strategies and plans.
- Primarily responsible for fundraising activities with a goal of generating diversified and sustainable funds to achieve Grandfather Mountain Stewardship Foundation's mission.
- Plays key role in donor cultivation and gift requests.
- Oversees and develops (with direction from the Executive Director) the organization's annual fund, major gifts campaigns and planned giving programs.

- Works closely with the Executive Director to cultivate and solicit corporate and private foundation grants.
- Manages and guides the goal setting, planning, coordination and evaluation of special fundraising and cultivation events.
- Manages the use and improvement of accurate record keeping and reporting, using the donor database and other tools, including DonorExpress software.
- Works with the Executive Director to develop annual budget and work plan for development.
- In general, plans effective, resourceful and creative development strategies that are in keeping with Grandfather Mountain Stewardship Foundation's values and culture.
- Oversee committees focused on accomplishing fundraising projects and setting goals.
- Assumes other responsibilities as may be assigned by the President and Executive Director.
- Provides tours of the park for prospective donors and community partners.

QUALIFICATIONS

- Minimum of 5 years related experience with significant major gift responsibilities and experience developing a successful advancement program.
- Commitment to the mission and goals of the Grandfather Mountain Stewardship Foundation.
- Demonstrated verbal and written communication skills.
- Strong planning, administrative and organizational skills.
- A proven record as a resourceful problem-solver familiar with the complexities of a non-profit organization.
- Emotional maturity, an amiable disposition and demonstrated self-confidence.
- An ability to inspire, motivate and effectively articulate the needs of this organization.
- Impart credibility, trust, enthusiasm and integrity.
- Ability and eagerness to work evenings and weekends as needed.
- Ability and eagerness to jump in and assist in various park needs, beyond the day-to-day job where needed.
- Ability to travel for development meetings and events as needed.
- Demonstrated ability to work in a fast-paced team setting.

PHYSICAL REQUIREMENTS

This position requires the ability to walk up and down hills and over uneven terrain. While performing normal job responsibilities, the employee is regularly required to sit and work at a computer for prolonged periods of time. The employee must have normal vision and hearing ability with aids. The employee must have the ability to travel, occasionally overnight. The employee must be fluent in English. The position demands frequent exposure to inclement weather.