# Position Description: Development Director

**Position Title:** Development director

**Reports to:** Executive director

**Supervises:** Clerical assistant, occasional consultants, volunteers

**Responsible for:** Grants to government, foundations, and corporations; major gifts and annual campaigns; special-event coordination. Also responsible for publication of printed materials used in marketing and fundraising.

### **Position Summary:**

The development director manages fundraising and some communications functions on behalf of the Sunset Ridge Land Trust.

### **Primary Responsibilities:**

* Produce development plans and budgets, and track results for reports to board of directors
* Draft, edit, produce, and track fundraising proposals, case statements, presentations, reports, and acknowledgements
* Manage annual major gifts campaign with assistance of a board committee
* Produce general correspondence and promotional materials
* Compose, edit, produce, and coordinate internal and external communications and promotional pieces; develop graphics and audiovisual promotional pieces; maintain donation page on TRLT website
* Maintain and coordinate activities of “Corporate Cabinet,” active development, and volunteer recruitment committee of business leaders
* Convene leadership and ad hoc committees for special events
* Plan, coordinate, and follow up on special events
* Develop appropriate corporate sponsorships of land trust programs and promotional events
* Research and identify prospective new corporate and individual funding sources
* Coordinate workload with other administrative and communications staff, including social media presence
* Coordinate local annual giving with regional headquarters
* Serve as a local liaison and board representative to regional land trust organization
* Perform other duties when necessary and assigned by supervisor