

Hudson River Sloop Clearwater
Development Director

The Development Director in conjunction with the Executive Director, plans, coordinates and manages Clearwater's fund raising activities including donor development, membership development, and associated events. The Development Director is directly responsible for the major gifts program, planned giving and grant development. They also oversee and administer the entire Inspiration Department including the Development Associate: responsible for membership and merchandise, the Communications Manager: responsible for all communications and public relations, the Events Coordinator/Power of Song: responsible for managing the Power of Song program, all events, and the volunteers for the festival, the Festival Director and Assistant Festival Director: responsible for managing and coordinating the annual Clearwater Festival.

The position is based at Clearwater's main office at 724 Wolcott Avenue, Beacon, NY 12508.

Direct Responsibilities:

- 1) Strategic Initiative and Goal-setting: Formulate fundraising goals to secure annual and multi-year commitments, long-range strategic plans, and activities to achieve revenue targets to advance the efforts of the major gifts program. Evaluate strategies regularly and adjust as needed to achieve goals;
- 2) Campaign Planning and Fundraising: Set fundraising goals and objectives to secure outright commitments to achieve campaign major gifts fundraising goals when a new campaign is in place. Oversee and direct execution of strategies to meet campaign fundraising goals, identify new prospects and donors for the campaign, and provide continued funding after the campaign;
- 3) Stewardship, Cultivation, and Solicitation: Make recommendations to Executive Director, Board and program staff for cultivation and solicitation visits to major donors and prospects and accompanies them, as needed. Make regular visits to major gift and planned giving donors or prospects to cultivate their interest in Clearwater and solicit gifts. Monitor and direct follow-up.
- 4) Volunteer Coordination: Direct and supervise formal volunteer committees and activities to maximize fundraising effectiveness;
- 5) Reporting, Budget Management, and Program Engagement and Evaluation: Prepare monthly progress reports on status of major gifts and activity of all major donor development officers and regional staff. Provide analysis of progress to date, return on investment, suggested strategy for ongoing success, and projections for completion of revenue goals. Ensure that management systems are established and that technical oversight; administrative and financial management functions are performed. Direct and oversee the annual income and expense budget for the major gifts program;
- 6) Maximization of efforts across Development Functional Units: Supervise direct donor program to ensure coordination with membership development and grants administration. Initiate and coordinate fund raising events with support of board and volunteers; in cooperation with the Community Outreach Director; Initiate and coordinate fund raising activities related to Clearwater's annual festivals, Revival and Waterfront Festivals, including membership solicitation, grant proposals and sponsorship;
- 7) Prospect Identification and Management: Direct and oversee a regular prospect management and strategy process. Design and implement regular strategy meetings, coordination of information with team approach and information capture to ensure thoughtful, detailed and successful strategy for major prospects;
- 8) Engagement of Program Staff in Fundraising: Direct and oversee programs and processes to effectively engage a broad range of program staff in fundraising with individual prospects. Create meeting structures and communications tools to engage program staff in all major program areas in the cultivation, solicitation and stewardship of major gifts. Work with department heads to ascertain needs and revenue goals;

- 9) Staff Management: Foster a culture that, while demanding accountability, promotes teamwork and professional growth while pursuing an aggressive, creative fundraising program.

Grant Development

- 10) Research, identify, and approach potential foundation, corporate, government, and individual funding sources; cultivate and maintain personal relationships with current, past, and potential funders;
- 11) Provide and coordinate centralized administrative and technical guidance and support to department heads and staff seeking outside funding for education, advocacy, capacity-building, general operating, and capital campaigns, etc;
- 12) Research and interpret relevant regulations, guidelines, and standards, and oversee the processing of contracts and/or grants in cooperation with administrative staff;
- 13) Initiate and participate in proposal planning; coordinate preparation and circulation of grant proposals; track grant proposals and ensure compliance with reporting requirements;

Qualifications:

Bachelor's degree and five years of pertinent work experience, masters degree desirable.

Performance knowledge, skills, abilities, and personal characteristics:

- Excellent written and oral communications skills; including grant writing experience;
- Planned Giving experience;
- Experience with standard fundraising techniques and nonprofit management;
- Supervisory experience, ability to manage and motivate a development team;
- Knowledge of data collection, compilation, and analysis for strategical and financial decision-making;
- Ability to cultivate major donors and execute effective direct asks;
- Well-organized, with good follow-through;
- Proficiency with MS Office, Donor Perfect and Google applications
- Loyalty, confidentiality and ability to work collaboratively with Executive Director including board development;
- Ability to work well with others, based on professionalism, consideration, tact, and a sense of humor;
- Commitment to Clearwater core values of collaboration, respect, accomplishment, fun and diversity;
- Ability to work independently, with good judgment, self-esteem, creativity, and common sense;
- Strong philosophical commitment to the goals and purposes of the organization.

Clearwater is an Equal Opportunity Employer. Qualified applicants should send a cover letter and resume to Search Committee, Hudson River Sloop Clearwater, Inc., 724 Wolcott Avenue, Beacon, NY 12508 or e-mail office@clearwater.org.