

Hudson River Sloop Clearwater
Development Director

The Development Director, in conjunction with the Executive Director, plans, coordinates and manages Clearwater's fundraising and grant-procurement activities, including donor development, major-gifts and planned-giving campaigns, membership development/communications and associated activities, communications and fundraising events. The Development Director is directly responsible for the major gifts program, planned giving and grant development, as well as for developing corporate partnership and sponsorship relationships, and works to initiate and support with fundraising activities carried out by the Board of Directors, especially the Development Committee. The Development Director heads a staff that includes a grant-writer, a researcher and the Membership and Sloop Club coordinator, and they all work as an integral part of Clearwater's team.

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

Direct Responsibilities:

- 1) **Strategic Initiatives 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 and general fundraising programs and campaigns. 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 fundraising goals when a new campaign is in place. Oversee and direct execution of strategies, schedules and deliverables to meet campaign fundraising goals, identify new prospects and donors for the campaign and provide continued funding after the campaign.
- 3) **Campaign and Communications Design:** Direct the specific design of materials and communications for fundraising campaigns, working with printers, designers, outside consultants and others, as appropriate.
- 4) **Stewardship, Cultivation, and Solicitation:** Assure follow-up and continued engagement with donors through communications and when appropriate, personal contact. 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.
- 5) **Maximization of Efforts across Organization:** Coordinate with other departments (especially Sloop Scheduling, Education, Environmental Action, Communications, Volunteer Coordination and Events) in planning and production of events and campaigns. 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.
- 6) **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.
- 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) **Staff Management:** Foster a culture that, while demanding accountability, promotes teamwork and professional growth while pursuing an aggressive, creative fundraising program.

Grant Development

- 9) **Identify and Develop Potential Grant Opportunities:** Working to support other departments, supervise the research to identify potential foundation, corporate, government, and individual funding sources.
- 10) **Prepare Grant Applications:** Working with input from other departments, supervise and have responsibility for the preparation and submission of grant applications and proposals. Track the status of applications.
- 11) **Ensure Communications and Compliance:** Ensure that relevant staff are aware of the requirements of the grants received and, working with the Finance Department and other departments, that all reporting and other requirements are complied with.
- 12) **Cultivate and maintain personal relationships with current, past, and potential funders.**
- 13) **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, capital campaigns, etc.**
- 14) **Research and interpret relevant regulations, guidelines, and standards, and oversee the processing of contracts and/or grants in cooperation with administrative staff.**

Qualifications:

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

A strong belief in and commitment to the mission, core values and goals of Clearwater are essential.

Performance knowledge, skills, abilities, and personal characteristics:

- Excellent written and oral communications skills, including grant writing experience;
- Fundraising (including planned-giving experience);
- 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.

Please send cover letter and resume via email only to Amy@clearwater.org