



## **WE ARE HIRING! DIRECTOR OF DEVELOPMENT**

### **About Countryside**

*Our mission is to build a thriving local food community by connecting people food and land, in and beyond Cuyahoga Valley National Park. We do this by promoting a resilient, sustainable food culture through programs, advocacy, and education. We are a leading expert and innovator in conservation farming and community-based food programs, working in partnership with Cuyahoga Valley National Park, farmers, community stakeholders, and food entrepreneurs across Ohio.*

*Countryside believes that equity is a critical component of our mission and vision. We are an equal opportunity employer and do not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, or any other characteristic protected by law.*

### **Director of Development**

*Are you an accomplished fundraising professional who has a passion for local food, conservation, and people? We are looking for a dynamic fundraiser for our growth-oriented nonprofit who understands why food and farms matter. The Director of Development is a leadership position and reports to the CEO. In collaboration with the CEO and Board, the Director of Development is responsible for designing and implementing an effective fundraising strategy and serving as the frontline fundraiser for the organization.*

*The ideal candidate will have a minimum of 5 years of nonprofit fundraising experience and possess a broad understanding of fundraising principles; a demonstrated aptitude for donor cultivation, research, tracking, and stewardship. This position requires excellent written and interpersonal skills. Countryside is a growing organization with limited staff and a growing donor portfolio. Therefore, although this is a leadership position, it would require the Director to perform other fundraising-related tasks and functions.*

### **Responsibilities**

#### **Leadership**

- *In consultation with the CEO, the Director of Development will develop and lead the implementation of a comprehensive and strategic fundraising and donor relations plan to meet short- and long-term development goals, including major gifts, annual giving, events, grants, planned giving, prospecting, and stewardship.*
- *Design, implement, evaluate, and refine aspects of the Countryside's fundraising activities with an emphasis on major gifts.*
- *Identify, cultivate, and successfully solicit gifts from a diverse group of individuals, corporations, and foundations.*
- *Build strong relationships with donors and prospective donors and actively develop a giving pipeline of initial gifts, repeat gifts, and increased gifts.*
- *Provide timely follow-up on all outreach activities to secure funding.*
- *Develop and implement a Major Giving Program.*

#### **Donor Database management and Donor Communications**

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- *Develop and Manage donor portfolios.*
- *Develop and implement programs of recognition and engagement for donors.*
- *Draft and execute correspondence – acknowledgments, recruitment letters, and other communications.*
- *Maintain files on fundraising activity and donor records, ensuring the accuracy and efficacy of the donor database.*
- *Lead the annual giving appeal.*

#### **Donor Research**

- *Research and manage lists of qualified prospects, develop and revise materials as needed.*

#### **Working with the Board**

- *Deepen relationships with the Board of Trustees, update Board members on progress towards meeting fundraising goals, advise them on development best practices, and engage them in various fundraising initiatives. Attend Board and committee meetings as necessary.*
- *Prepare fundraising reports and presentations for the Board and CEO as required and needed.*

#### **Other**

- *Creating, managing, and monitoring an ambitious, comprehensive, written annual development plan and calendar with clearly defined goals, objectives, timelines, priorities, and assignment of responsibilities.*
- *Establish policies, systems, and procedures, with a particular emphasis on professionalism and ethical standards for soliciting, acknowledging, tracking, and reporting gifts.*
- *Oversee the development department's marketing and communications strategy, collaborating with the marketing team to consistently raise Countryside's public profile and develop compelling fundraising materials.*
- *Oversee management of the donor database, facilitating accurate donor records, regular reporting and analysis, and timely correspondence with donors.*
- *Serve as an articulate, enthusiastic, and visible spokesperson for the organization, actively seeking opportunities to engage with the broader community and participate in events that position the Countryside for improved fundraising or visibility.*
- *Other duties as assigned by the CEO to meet the organization's fundraising and development goals.*
- *Provide support to program staff and CEO in grant submissions.*

#### **Education/Experience**

- *Bachelor's degree or equivalent work experience.*
- *5+ years' experience in a professional fundraising role. CFRE or ACFRE preferred.*

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### **Knowledge, Skills and Abilities**

- *Experience in planned giving strategies and programs, Will possess a broad understanding of fundraising principles; a demonstrated aptitude for donor cultivation, research, tracking, and stewardship.*
- *Skilled at establishing and cultivating strong relationships.*
- *Experience with developing and presenting to Boards and others.*
- *Strong fundraising experience with a successful solicitation record.*
- *Excellent knowledge of and strong connections to the regional and state philanthropic community a plus.*
- *Excellent oral and written communication skills and strong strategic thinking skills.*
- *Exhibit a strong professional and positive demeanor with a high degree of initiative and the ability to call on and engage high net worth prospects.*
- *Ability to work both independently with minimal supervision and collaboratively with all levels of individuals.*
- *Strong organizational skills with the ability to work simultaneously on multiple projects and meet required deadlines.*
- *Proficient in MS Office Suite.*
- *Previous experience working with donor databases, donor management software.*
- *Ability to exercise good judgment, demonstrate an understanding of ethics related to development activities, and use discretion in interactions with donors, prospects, volunteers, and others.*
- *Alignment with Countryside's mission, goals, and values with a demonstrated knowledge of the local and sustainable food and farm sector a plus.*

### **Hours, Compensation, Benefits & Schedule**

*Full-time, with flexible scheduling. Expect regular evening, weekend, and special event attendance as required. Annual DEI and customer service training is required. Countryside offers a competitive salary and benefits package including medical, sick time, vacation, holidays, and 403b eligibility. Salary based on level of experience and demonstrated success with a range between \$50,000 and \$65,000 with growth potential. Immediate start date necessary.*

### **To Apply**

*Send a cover letter and resume to Tracy Emrick, [temrick@countrysidefoodandfarms.org](mailto:temrick@countrysidefoodandfarms.org)*

*Automatic applications from job posting websites will not be opened or considered. Email documents to the above address only. Submit all materials in PDF format with your first initial and last name in the document name. Example: TEmrick\_Resume.pdf*

*References will be requested.*

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