

Director of Development



Wesselman Woods (WW) is a 501(c)(3) not-for-profit, environmental organization. We were founded in 1972 to protect the largest urban, old-growth forest in the United States, a 200-acre tract in Evansville, Indiana now known as Wesselman Woods Nature Preserve. Our mission is to create experiences which connect people with nature, motivate them to lead sustainable lives, and take action to protect wildlife and wild places.

Join us at WW to serve as a catalyst for environmental stewardship, regional sustainability, and quality of life through conservation, preservation, research, and education. Our staff share enthusiasm to protect these precious woods and to maintain a safe and well-run organization.

The Director of Development (DD) is a senior manager at WW. This position is responsible for planning, organizing and directing all WW fundraising, including major gifts, annual fund, special events and capital campaigns. The DD spearheads membership expansion and maintenance, grant acquisition and implementation, and general WW networking. This position works closely with the Executive Director, Director of Operations, Director of Marketing & Community Engagement, and Administrative Manager. This position is also responsible for seeking out funding sources through individuals, grants, foundations, and community networks and communicating those grants to appropriate staff members.

Duties Include

- Develop and execute an annual fundraising plan;
- Develop donor stewardship processes, procedures and tools;
- Create and execute donor engagement opportunities;
- Conduct donor prospecting and present cultivation strategies;
- Create, develop, and implement membership drives and development-driven programs;
- Manage appeals campaigns start to finish;
- Optimize SALSA CRM and ENGAGE implementation to its fullest capacity to process gifts, cultivate and engage donors, segment audiences, and collect data;
- Work with the Director of Marketing & Community Engagement to create professional, high-quality campaign collaterals;
- Provide the Executive Director with reports, data, donor-specific information and stories;
- Collaborate with Administrative Manager on donor and membership-specific engagement activities;
- Grant writing and proposal preparation;
- Identify funding sources through grants, foundations, or community networks;
- Develop sponsorship levels and goals with the Executive Director;
- Write grants with the Director of Natural Resources & Research and Director of Environmental Education;
- Participate on the Board of Director's Development Committee.

Qualifications

- At least 2 years of experience in a non-profit development or fundraising role
- Proficiency with donor management system
- Proven ability to build relationships and collaborate with team members
- Love of nature and interest in environmental conservation is a plus

This position directly reports to the Executive Director.

Time Requirement: \$20 per hour / 40 hours per week • **Availability:** Weekdays, weekends, evenings, and holidays as needed

If you are interested in becoming the DD, please send the following documents to the Executive Director, Zach Garcia, at zach@wesselmanwoods.org (subject line: Director of Development):

- **Resume**
- **3 References**
- **2 writing samples**
- **Cover letters are antiquated. Please answer each question in less than 500 words:**
 1. Please tell us your thoughts on diversity, inclusion, and equity and their importance at nature centers.
 2. We are seeking someone who is fun, innovative, and resourceful. Please share a few creative funding strategies.

- **Scenarios. If selected for an initial interview, I will provide you five scenarios via email. During the interview, I would like you to take me on a generalized decision-fueled journey on what you would do in each scenario.**

Wesselman Woods provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local, state, or federal laws.