



OVERTON PARK

C O N S E R V A N C Y

Director of Development

Posted: 09/2017 / Open until filled

Established in 2011, Overton Park Conservancy's vision is to foster a beautiful, safe, and welcoming park that draws our diverse community together. For more information, please visit www.overtonpark.org.

Position

The Conservancy seeks a proven leader to build a strong development team in support of a successful, growing, and future-focused organization. Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead development efforts as the Conservancy prepares for the next chapter in the park's history.

The successful candidate will demonstrate a history of fundraising success and constructive leadership. The proven ability to set a vision, develop and execute strategies, hold the team accountable, and meet aggressive goals and deadlines are characteristics for success in this position.

Responsibilities

Strategic Direction

- As part of the organization's executive leadership team, assists in the development and execution of long-range planning for the continuing growth of the Conservancy within the context of an evolving city
- Sets goals, then develops and executes strategies to grow and sustain a base of donors and partners; identifies opportunities to weave fundraising strategies into all aspects of the Conservancy's work
- Develops best practices, policies, and procedures for donor and prospect cultivation, solicitation, and stewardship
- Identifies, cultivates, and solicits philanthropic support from individuals, foundations, and corporations

Development Leadership

- Develops and maintains ongoing relationships with major donors, partners, and collaborators
- Develops and tracks proposals and reports for all foundation and corporate fundraising
- Grows operational funding with key responsibilities for both Membership and Annual Giving; identifies and cultivates new donor groups
- Increases special event revenue through sponsorships, in-kind contributions, and increased participation, i.e. ticket sales and registrations
- Assures the accuracy of all donor records; is proficient with donor software
- Oversees production of acknowledgement letters/receipting and benefit fulfillment
- Prepares and delivers presentations and proposals as needed

- Works in partnership with Conservancy staff to ensure development cultivation is a priority in the Conservancy's messaging and activities
- Facilitates board development activities by identifying board roles in fundraising, coordinating board development activities and assisting with training board members

Team Leadership

- Recruits, trains, and leads development staff members to support fundraising and earned revenue efforts
- Motivates, inspires, and develops department staff members and other members of the Conservancy staff to perform up to their capacity, grow professionally, and set and achieve objectives; consistently models a constructive culture

Qualifications

- Demonstrated excellence in organizational, leadership, and communication skills
- Demonstrated comprehensive management skills, including but not limited to short and long-term planning, evaluation, directing and motivating staff, verbal and written communication skills, and nonprofit governance
- Proven ability to manage relationships, meet goals, and articulate marketing message
- Demonstrated experience and confidence in asking people to contribute time and money
- Demonstrated success in writing successful grant proposals
- The amount of knowledge required would typically be acquired in a bachelor's degree and a minimum of 5 years fundraising experience in a professional position
- Master's degree and certification in fundraising (CFRE) preferred
- Knowledge of Salesforce donor management software is recommended

Personal Characteristics

- Commitment to a vision that celebrates the diversity of Overton Park's stakeholders
- Collaborative spirit who works well with team members, volunteers, and park stakeholders of different races, backgrounds, experiences, and education levels
- Relentlessly positive high-performer who embraces challenges to set and achieve ambitious goals
- Innovative leader who elicits confidence and builds rapport; manages stress in a fast-paced, changing organization

This is a full-time position requiring no less than 40 hours per week. Work is both in an indoor environment and in an outdoor park setting. Frequent weekend and evening work may be required. Work requires some physical exertion such as walking, standing, lifting, carrying, or similar activities.

Salary commensurate with experience.

Overton Park Conservancy is an Equal Opportunity Employer and recruits applicants without regard to age, race, gender, religion, sexual orientation, gender identity, or any other status.

How to Apply:

No phone calls please. Send cover letter, resume and salary requirements to:

hr@overtonpark.org - or -

Human Resources, Overton Park Conservancy, 1914 Poplar Avenue, Suite 202, Memphis, TN 38104