

JOB DESCRIPTION

POSITION TITLE: Director of Philanthropy

POSTING DATE: May 22, 2021

ANTICIPATED START DATE: Aug 2-16, 2021

POSITION REPORTS TO: Executive Director

POSITIONS THAT REPORT TO THIS POSITION: Development staff TBD

FLSA STATUS: Full-time, exempt

STARTING SALARY RANGE: \$60-80K

ORGANIZATION SUMMARY:

Glen Helen is the legacy of Hugh Taylor Birch, who, in 1929, donated a wooded valley to Antioch College in memory of his daughter, Helen, with the hope that it would be forever preserved. Through our history, Glen Helen has played a lead role in shaping the ecological literacy of our visitors, our community, and the region. It is home to the first residential environmental learning facility in the Midwest and Ohio's original facility for education and rehabilitation of birds of prey. Within our borders, we shelter a National Natural Landmark, a National Environmental Education Study Area, and nearly two miles of the State and National Scenic Little Miami River. As a private nature preserve, Glen Helen depends on the support of individuals to maintain the preserve and its exciting and varied programs.

In September 2020, the Glen Helen Association, which had for 60 years served as a supporting organization to Glen Helen, purchased the preserve and assumed all responsibilities for funding its ongoing operations. To support this effort, the Association launched a \$3.5M campaign to finance the purchase, restart programs shuttered during the pandemic, and conduct urgent maintenance to facilities and trails.

Having raised more than \$2M toward the campaign, the Glen Helen Association now seeks an experienced Director of Philanthropy to successfully finish the campaign and develop, establish, and carry out an effective fundraising apparatus to support the on-going programs, projects and activities of the Glen. The ideal candidate will have compelling development experience, a commitment to nature and environmental education, and a spirit that will inspire and grow a strong philanthropic community for Glen Helen.

KEY RESPONSIBILITIES:

- Work collaboratively to design, develop, implement, and oversee the Glen Helen development plan.
- Identify and research donor prospects; direct the development of individual cultivation and solicitation strategies for prospective donors.
- Manage a portfolio of active and prospective major donors. Make direct solicitations with a focus on major gifts and planned gifts.
- Work collaboratively across all Glen Helen programs and teams; empower and advance staff, board, and Development Committee volunteer fundraising.
- Work with the Executive Director to successfully conclude the \$3.5M Campaign to Secure the Future of Glen Helen.

- Develop accurate revenue projections (multi-year, annual, and monthly) with achievable stretch goals.
- Manage development-related expenses.
- Oversee FileMaker Pro database to facilitate impactful, stream-lined, management customized by donor: acknowledge gifts, in accordance with best practice and legal requirements; track and report on the status of solicitations, assignments, and results.
- Work with the Executive Director to develop and refine effective donor communications.
- Refine and position donor recognition and giving opportunities.
- Work with the staff and board to develop and execute the annual fund campaign.
- Represent the Glen Helen staff on the Board's Development Committee.
- Represent Glen Helen at public and private events.
- Participate in staff functions, including preparing periodic reports and attending meetings.
- Additional duties and responsibilities as agreed upon.

QUALIFICATIONS:

- An energetic, driven, insatiable appetite for fundraising, prospecting new donors, and growing the organization to its next level of excellence.
- Excellent verbal and written communication skills, and ability to communicate effectively to different audiences, especially with high net worth donors.
- Passion for Glen Helen's mission and our conservation education work.
- Specific expertise in major gifts fundraising, including major donor prospecting, with demonstrated success in closing gift solicitations at the five-plus figure level.
- Proven, exceptional ability to engage others in fundraising
- Demonstrated ability to develop and manage revenue projections while keeping meticulous attention to detail.
- Self-motivated to manage complex systems and projects with thoroughness, accuracy, timeliness, and professionalism.
- Ability to troubleshoot challenges with patience and creativity.
- Solid technological skills, and fluency or ability to learn FileMaker Pro, Microsoft Suite applications, Google Apps, and other relevant programs as necessary.
- Experience in applicable tax laws, rules, and regulations for nonprofit fundraising, a solid understanding of nonprofit finance, and an understanding of the FASB revenue recognition standards.
- Willingness to occasionally work nights or weekends and to travel regionally or nationally.
- Environmental nonprofit experience preferred.
- Ability to thrive in a small, growing organization

CERTIFICATES, LICENSES, REGISTRATIONS:

- Bachelor's degree required; advanced degree preferred
- Valid driver's license
- BCI/FBI background check required

TO APPLY:

- Send cover letter, resume, and contact information for three references to:
GHA@glenhelen.org; or
 Director of Philanthropy Search
 Glen Helen Association
 405 Corry St., Yellow Springs, OH 45387