Title: **Development Manager**

Reports to: Executive Director

Status: Exempt

Position type: Full-time

About the Belwin Conservancy

Located in Afton and West Lakeland Township, Minnesota, the Belwin Conservancy is only 15 miles from the Twin Cities metropolitan area. Its permanently protected lands are unique and include 1,364 acres of woodlands and forest, restored and remnant prairies, oak savanna, ponds, streams, floating bog andmarshes.

But the Belwin Conservancy is more than just permanently protected land. Since 1970, 225 acres have served as a hands-on science-learningenvironment for over 500,000 public school students from Saint Paul and the east metro (10,000 per year). An additional 60,000 people (youth and their families)annually engage with organized sports at the Lucy Winton Bell Athletic Fields. Belwin also provides open hiking trails to the community, bison viewing throughout the summer, open houses at its educational center, opportunities for numerous scientific research studies, hosts anastronomical observatory, and is developing a robust art and nature program to attract new audiences and find new ways to impart a conservation and environmental message.

Summary of Position

The development manager is responsible for the design, coordination and implementation of all fund raising to support the Belwin Conservancy’s activities that are not funded through its existing endowment. The development manager works closely with the executive director and leads a robust philanthropy program that includes establishing annual fund raising goals in support of all Belwin’s activities and programs, as well as helping to launch and carry out a capital campaign for program expansion and facility improvements. This position works closely with program staff and interacts closely and frequently with donors, volunteer advisory councils and the Belwin Conservancy board of directors. The development manager reports to the executive director.

Responsibilities

* In cooperation with the executive director and staff, leads all fundraising activities with a special emphasis on identification, cultivation, solicitation and management of individual donors and foundations, including scheduling and attending solicitation meetings, creating solicitation letters, proposals and other materials, managing donors and donor prospects, promoting planned giving and involving staff and board members in cultivation as needed.
* Works with executive director and board president to sustain existing board members, including acting as a liaison with the board on philanthropy-related activities, and to identify and cultivate new board and/or advisory council members.
* Works with staff to identify and meet program and project operating and capital needs including creating, packaging and marketing Belwin Conservancy programs and projects to individual and institution prospects and developing fundraising materials as needed.
* Develops annual philanthropy action plans, revenue and expense budgets, and long-range (3-5 ears) fundraising goals for major donors, sponsors and memberships.
* Manages all donor recognition and donor communications for the organization, coordinating closely with staff.
* In coordination with staff, board, advisors and volunteers, plans and produces donor-oriented special events.
* Maintains a portfolio of approximately 65+ donors and prospects and makes at least 180visits to prospects annually.
* With the executive director, shares responsibility for meeting or exceeding the annual philanthropy budget.

Experience, education and skill required

* Minimum six years of fund-raising experience, including direct major gift solicitations.
* Demonstrated experience with volunteer boards.
* Bachelor’s degree required. MA preferred.
* Demonstrated experience using prospect management software (such as Salesforce), or other similar database management program.
* Excellent oral and written communication skills, along with organizational skills and attention to detail.
* Experience in writing grant proposals and reports and other fundraising materials including capital campaign feasibility and case statements.
* Available for regional travel (for donor/funder meetings.)
* Knowledge of and experience with state and regional philanthropic communities.
* Strong interest in and commitment to the Belwin Conservancy mission – Inspiring our connection to the natural world.

Physical requirements

* Employee needs to be able to sit for extended periods of time. Employee must be able to manage events, which includes occasional lifting and moving of equipment and furniture.
* Due to our location, employee must drive and have a vehicle

Salary

* Belwin offers a competitive salary and benefits package.

Apply to:

Belwin Conservancy1553 Stagecoach Trail South, Afton, Minnesota 55001 Attn: Executive Director

Or online to: jobs@belwin.org

Belwin Conservancy is an equal opportunity employer.