

**Bowman's Hill Wildflower Preserve (BHWP)**  
**Job Description**

**POSITION:** Development Officer

**DEPARTMENT:** Development

**WAGE & HOUR STATUS:** Salaried

**EMPLOYMENT STATUS:** Full Time

**PURPOSE OF POSITION:** To pursue and manage the organization's funding opportunities and ensure both short and long-term financial stability. Secure the funds needed on an annual basis as set forth by the organization's strategic initiatives and annual plan, and raise capital and endowment funds as called for in the Master Site Plan.

**ORGANIZATIONAL RELATIONSHIPS:** Reports to the Executive Director. Managerial responsibility for membership coordinator and database administrator staff.

**OTHER RELATIONSHIPS:** Board of Directors and Development Committee members, Gala committee, donors, foundation officials, corporations, Preserve staff, media representatives and marketing firms. Serve on the Strategic Planning Committee.

**FINANCIAL RESPONSIBILITY:** Secure funds for the Preserve as determined by program needs and the strategic initiatives by growing all phases of the charitable giving program. Focus first on securing operating revenue to sustain the Preserve, second on long-term financial needs and funds necessary for the implementation of the Master Site Plan.

**ESSENTIAL FUNCTIONS:**

1. Responsible for the Preserve's largest fundraiser, Spring Wildflower Gala, in coordination with the volunteer committee, and work with the Executive Director and Gala Committee to grow the event from a development perspective. Secure all corporate and personal sponsorships.
2. Implement and manage annual fundraising programs. Responsible for all aspects of the Annual Fund. Work with the Executive Director and Board Members to research, cultivate and secure support for the Annual Fund from major donors and prospects.
3. Responsible for managing the Preserve's annual grant seeking program. Includes researching, conceptualizing and writing foundation grant proposals targeted for the organization's programs and financial needs in collaboration with the Executive Director, Board and staff.
4. Actively manage the Preserve's donor stewardship program to ensure that donors continue to be part of the Preserve, including ongoing gift acknowledgement and recognition programs. Provide support in the planning and execution of donor recognition events and major donor cultivation events.
5. Responsible for securing annual and ongoing corporate support and sponsorship funds for the organization's programs, events and projects in coordination with the Executive Director and the Board of Trustees.
6. Work with the Development Committee Chair to manage and direct the efforts of the Development Committee.

7. Solicit gifts personally and in partnership with others.
8. Develop strategies for identifying prospects for immediate support and long-term cultivation and solicitation including information gathered from a variety of sources (electronic and print) to determine prospect's financial capacity, philanthropic interests and possible relationship to the Preserve.
9. Interface with Preserve staff members to identify new programs and projects in order to achieve financial goals set forth through strategic initiatives and the organization's program areas.
10. Oversight of the Membership Coordinator to grow the Personal and Business Partner membership programs in order to achieve annual membership goals.
11. Develop, implement and maintain gift-related policies and procedures as needed to ensure ethical compliance as defined by the Association of Fundraising Professionals.
12. Oversight of the Gifts Administrator position Use Raiser's Edge fundraising software to develop, evaluate and enhance fundraising database of donors and prospective donors.
13. Coordinate with the Marketing & Communications staff to help manage the organization's marketing, public relations and public outreach needs in relation to the organization's funding needs. This includes the organization's newsletter, web site, advertising needs, promotional items and brochures, direct mailings and fundraising materials as needed.
14. Perform other essential duties as assigned.

**OTHER FUNCTIONS:**

1. Communicate with all departments of the organization to maintain coordinated efforts and activities.
2. Work closely with the Executive Director to achieve financial goals of strategic initiatives and organizational needs.

**JOB DIMENSIONS:**

**ASSIGNMENT AND APPROVAL OF WORK:** By Executive Director

**RESPONSIBILITY AND DECISION-MAKING:** Responsible for the Development Department's operations under the direction of the Executive Director.

**REPORT PREPARATION:** Assist with department's budget, proposals for capital projects, reports for board meetings and other reports for relevant fundraising activities as needed.

**JOB REQUIREMENTS:**

**EDUCATION:** Bachelor's Degree in public relations, marketing or philanthropic studies required.

**EXPERIENCE:** Minimum of 3 to 5 years experience in a professional level development position in a nonprofit or foundation sector. Must have strong planning, strategic thinking and leadership skills. Must possess excellent written and oral communication skills, effective presentation skills, and be highly organized. Must have a proven ability to raise and grow unrestricted giving and cultivate major gifts. Must be able to interact comfortably with the Board, donors, staff, and volunteers and have a demonstrated ability to build strong relationships, motivate and effectively work with all constituencies. Ability to perform multiple tasks with effective time management and organizational skills. Ability to handle sensitive matters with appropriate discretion. Must have a passion for the mission of the Preserve to effectively communicate to potential donors. Knowledge and understanding of philanthropy in Bucks County and vicinity a plus. Computer literacy is required. In depth experience with Raiser's Edge fundraising software program or other similar fundraising programs is strongly preferred.