

Director of Development Lemur Conservation Foundation

Organization Description

The Lemur Conservation Foundation (LCF) is a 501(c)(3), not-for-profit organization dedicated to saving the endangered lemurs of Madagascar through managed breeding, behavioral research, education, and art. The foundation is located in Myakka City, Florida, but also manages and implements conservation programs in Madagascar. For more information, visit www.lemurreserve.org

Summary of Position

The Lemur Conservation Foundation is seeking a Director of Development to lead and grow the organization's fundraising efforts. The Director will be specifically charged with donor cultivation, administration, retention and stewardship, working with the Board of Trustees and Executive Director to create and execute an overall development plan, and fundraising activities and events. This is a full-time, salaried position with benefits, reporting to the Executive Director. Salary is commensurate with experience.

Essential Skills

- Three years experience in not-for-profit development position
- Experience designing and implementing a comprehensive fundraising plan
- Superior interpersonal and organizational skills
- Strong written and verbal communication skills
- Ability to speak with donors and potential donors about the organization with charisma and passion and follow up in an organized and timely fashion
- Solid computer skills with the capability to master new software applications and technologies, including database management. Knowledge of DonorPro and Word Press, preferred

Primary Areas of Responsibility

Donor Administration

- Maintain DonorPro database and create lists for fundraising efforts and campaigns
- Acknowledge all gifts, including tax donations, in a timely manner
- Develop and implement recognition opportunities for donors, including Annual Report, signage or naming opportunities, and membership levels
- Assist ED and Conservation Program Manager and Director with grant reports as needed

Donor Retention & Acquisition

- Manage the *Leap for Lemurs* three year campaign for operations and reserve enhancements
- Assist ED and Trustees in identifying, recruiting, and retaining major donors
- Work with the ED and Board of Trustees to secure active participation, input, and achieve the organization's development goals
- Develop and implement campaigns to convert visitors and Facebook followers into donors
- Design, implement, and manage the Giving Challenge on-line campaign
- Assist ED in managing relationships with foundations

Events

- Serve as staff liaison to the Annual Gala Committee and play a lead role in managing the event
- Cultivate sponsors for the Gala, Open House, and other events and programs
- Develop and implement Donor Receptions at the lemur reserve
- Assist with LCF programs as needed (e.g. taking photographs and gathering promotional information from LCF Field School students and professors for donor updates)
- Promote and update event details on website and through mailings, newsletters, media, and social media

Administration

- Produce event and campaign financial reports for the Board of Trustees
- Review monthly financial reports
- Participate in annual budget development
- Assist the Executive Director as requested

Communications

- Organize the production and design of promotional materials, including brochures, newsletters, annual report, and event invitations
- Manage website, ensuring all information displayed online is up-to-date
- Stay current with LCF programs and participate in weekly staff meetings to ensure proper messaging to donors and potential donors

To Apply:

Please submit a cover letter and resume to Alison Grand at agrand@lemurreserve.org for consideration.