

Georgia River Network Development Director Job Description

Posted: April 30, 2008

Start Date: Open until filled.

Georgia River Network seeks a full-time Development Director (DD) to support our services to Georgia's network of river conservation organizations. The ideal candidate will bring to the position enthusiasm and extensive knowledge and experience in a number of the following areas: major donor fundraising, corporate sponsorship, grant prospecting and writing, event coordination, planned and annual giving, and general fundraising knowledge. The position is located in Athens, Georgia.

About Georgia River Network

Georgia River Network works to ensure a clean water legacy by engaging and empowering Georgians to protect and restore our rivers from the mountains to the coast. Georgia River Network does this by engaging citizens in watershed protection activities, helping citizens organize to protect and restore their rivers, building watershed groups' capacity to protect and restore local rivers, informing citizens and groups about policy issues that may impact their rivers, and serving as a voice to advocate for strong protections for Georgia's rivers.

Georgia River Network's culture is that of a growing, progressive, small non-profit, currently employing 3 full-time, 1 part-time, and 1 contract staff member, who work hard, maintain a supportive team approach and work closely together to support each other in reaching the organization's goals. The members of the Board of Directors work closely with each other, and the staff, to maintain a strong board-staff team approach to set and reach the organization's goals.

For more information, visit our website www.garivers.org.

Position Description

The Development Director is a new staff position for Georgia River Network, and will report directly to the Executive Director and be responsible for administering GRN's fundraising program, including developing and managing strategies for increasing and diversifying funding sources. Duties will be based on implementation of the GRN Fundraising Plan. The principal strategies the Development Director will prioritize, with guidance from the Executive Director, may include:

- Major donors: Coordinate a major donor program to identify, develop, and implement strategies, and accomplish goals, for expanding the number of, and giving from, major donors and monthly donors.
- Fundraising event management: Develop, manage and oversee all fundraising events and accomplishment of fundraising goals for events.
- Corporate Relations: Identify and solicit corporate partnerships to increase corporate sponsorship of GRN programs and events.

- Foundations and Grant Makers: Maintain and enhance GRN's grants through research, building relationships with foundations/grant makers, drafting of grant proposals and letters of intent, and setting and meeting submittal deadlines.
- Planned Giving: Work to establish a Planned Giving Program for GRN.
- Annual Appeal: Coordinate and execute GRN's Annual Appeal.
- Membership: Work with the GRN Director of Administration and Outreach to develop and execute strategies to significantly build GRN's membership base to meet goals.
- New Opportunities: Identify new opportunities for revenue (e.g., promotions, direct mail, web-based commerce, etc).
- Fundraising Culture: Will train, coordinate, and mentor staff, board, and volunteers to increase their fundraising comfort and capacity.
- Assisting with other GRN programs, projects, and events including Paddle Georgia and Annual Conference.

Qualifications

- Enthusiasm and passion for protecting and restoring Georgia's rivers
- Expertise, experience, and skills matching many of the job responsibilities and proficiencies listed above
- Ability to work independently and cooperatively with others
- Excellent organization and time management skills
- Superior verbal and written communication skills
- Orientation towards service
- Proficiency with Microsoft Office programs including Word, Excel, Access, Publisher, Outlook, and Power Point
- Valid Georgia driver's license, and ability and willingness to travel extensively around Georgia, providing for your own transportation. Travel expenses are reimbursed
- Ability and willingness to regularly work flexible hours, including evenings and weekends when necessary. Job Type: Full time (40 hours/week).
- A bachelor or graduate degree
- Two or more years of on-the-job fundraising experience preferred

Compensation

Georgia River Network offers a competitive salary in the range of \$40,000-\$50,000 per year, a generous vacation policy, medical insurance, and a 403(b) retirement plan.

Application Procedures

Please submit a resume, cover letter, writing samples, and references/salary history, outlining how your expertise, experience, and skills match the job responsibilities and qualifications. Please submit application materials electronically to ingle@garivers.org. No calls, please.

Non-Discrimination Policy: Georgia River Network is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, religion, color, political affiliation, disability, national origin, gender, sexual orientation, or age, except where disability or age is a bona fide occupational qualification.