

TITLE: Development Director
RESPONSIBLE TO: Executive Director
POSTED: October 2021

**APPLICATION INSTRUCTIONS:**

Please submit a cover letter, resume, writing sample, and three professional references to Executive Director Kevin Wernet director@woldumar.org. Pre-application inquiries are welcomed.

OVERVIEW:

Under the supervision of the Executive Director, the Development Director is responsible for developing and implementing the Woldumar Nature Association's annual and long-term fund development strategies. With particular emphasis on grants and corporate giving, the Development Director will work to grow membership, individual gifts, special events, annual campaigns, capital campaigns, and develop a planned giving program. The successful candidate will thrive in a collaborative environment, working with a passionate team to fulfill Woldumar's mission "to educate people about the natural environment."

HOURS, SALARY, BENEFITS

Regular full-time salaried position. Part-time and/or remote work may be possible. Starting salary \$40,000-\$45,000, negotiable and commensurate with education and experience. Generous PTO & paid holidays. QSEHRA and IRA offered. Some evening and weekend work may be required.

RESPONSIBILITIES:

1. In collaboration with the Executive Director, develop and implement an annual Development Plan to identify the goals, objectives and strategies for annual fund development, grants, membership, special events, major and special gifts and planned giving.
2. Strengthen processes and lead activities to establish, cultivate and steward relationships with corporate and individual donors.
3. Identify, research and write funding proposals to foundations, corporations, organizations, and government agencies. Assure grant reporting requirements are fulfilled in a timely manner.
4. Cultivate and solicit memberships through individual solicitations, direct mail, special events, and other efforts.
5. Create donor prospect cultivation plans and solicit major gifts in partnership with the Executive Director, Board of Directors and other volunteer leaders.
6. Create opportunities for individuals to support Woldumar through estate planning such as bequests, trusts, annuities and other planned giving tools.
7. Advise and inform the Executive Director on all fund development matters.
8. Reflect a positive, professional image of the organization at all times.
9. Other duties as assigned.

DESIRED QUALIFICATIONS AND SKILLS:

1. A bachelor's degree in a related field.
2. A minimum three years of experience directly applicable to the primary work.
3. Passion for the organization's mission and initiatives.
4. Exceptional verbal and written communication skills.
5. Exceptional computer skills, especially Microsoft Office Suite, Canva, Social Media.
6. Outgoing personality with a strong work ethic, team-player mentality, and a willingness and ability to adapt to changing scenarios.
7. Certified or able to become certified in adult and child first-aid and CPR.
8. Ability to lead groups on varied terrain in all weather conditions, lift a minimum of 30 pounds and communicate with a wide range of audiences.

ORIENTATION AND TRAINING:

1. On-the-job training and orientation.
2. Ongoing professional development including membership to the Association of Nature Center Administrators, Michigan Alliance for Environmental and Outdoor Education, and Greater Lansing Convention and Visitors Bureau.



WHO WE ARE:

The Woldumar Nature Association is a 501(c)3 nonprofit organization with a mission “to educate people about the natural environment.” Since 1963, Woldumar has been a resource for area schools, families, and the entire Greater Lansing Community, offering seasonal day camps, field study, and educational community events. We serve over 6000 students each year.

Woldumar protects and restores over 180 acres of ecologically significant green space in southwest Lansing. A working farm before it was generously donated by Gladys Olds Anderson, the property now boasts prairie, pine forest, wetlands, and hardwood forest, bounded by over 1.5 miles of Grand River shoreline. Five miles of hiking trails are open daily to the public.

A community of association members, volunteers, and individual and corporate program sponsors help keep this tremendous local resource available. The nature center is a popular venue for weddings, meetings and conferences, birthday parties, and other social events which help raise funds to support our nonprofit mission.

Woldumar is governed by a board of directors elected by the membership, and operated by a small year-round staff currently consisting of an Executive Director, Program Director, Hospitality Manager and Groundskeeper. During an exciting time of growth for the organization, we strive to continue engaging more people in our existing programs while diversifying our offerings to reach new communities.

DIVERSITY & INCLUSION STATEMENT: Woldumar values a diverse and inclusive community and therefore does not and shall not discriminate on the basis of race, skin color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, attractional/sexual orientation, or military status, in any of its activities or operations. We are committed to the recruitment, retention, and development of a diverse workforce that represents the Greater Lansing Community.

STAFF VALUES STATEMENT: We are a staff who cares about Woldumar, its members, visitors and customers; the children under our supervision; our fellow staff members; and the quality of work we do. We strive to communicate effectively with each other and our constituents, and hold an organizational culture of honesty and integrity in the highest regard. We are willing to challenge the status quo and try new things as we share the responsibility of fulfilling Woldumar’s mission.

GUIDING PRINCIPLES:

- 1) As staff, board members, volunteers, or members of the association, it is our duty to fulfill the mission, assure good stewardship of the resources we’ve been entrusted with, and raise funds to sustain and grow those efforts.
- 2) Woldumar is more than a park, it is a cause and a community.
- 3) Environmental education and natural areas should attract a diverse constituency.
- 4) Outdoor recreation provides a valuable gateway to conservation ethics and environmental education.
- 5) Spending time in nature is important to one’s physical and psychological well-being.
- 6) Scientific knowledge should uplift, encourage and inspire people.