

Director of Fundraising and Special Events Northwest Arkansas Land Trust

The Northwest Arkansas Land Trust (NWALT) is seeking a dynamic and energetic professional to join our team and lead fundraising efforts to support the organization's vision and mission. The Director of Fundraising and Special Events (Director) is responsible for building, implementing, and sustaining a diverse and robust fundraising strategy to meet or exceed fundraising goals that support the organization's annual operating budget, build financial reserves and an endowment, while adhering to best practices, policies, and procedures. The Director should meet existing donors, identify new major gift prospects, and enhance annual giving by developing relationships to cultivate, solicit and steward donors.

The Director must work collaboratively with team members, the Board of Directors, and volunteers to develop and implement effective special events as a part of the overall fundraising strategy. The Director can build on NWALT's existing fundraising and communications plan, while bringing their own expertise and creativity to create signature events and engagement plans. Administrative duties include working with the executive director to manage budgets, develop annual engagement and solicitation plans, write acknowledgement letters, send gift receipts, manage the donor database, and other activities as they arise.

The new Director of Fundraising and Special Events will propel our fundraising efforts to the next level. NWALT is a financially healthy and thriving organization with a dedicated and passionate Board of Directors who are committed to the organization and its success.

Fundraising and Events (70%)

Fundraising

- Build relationships with key donors, board members and stakeholders to support the vision and mission of NWALT.
- Collaborate with the Executive Director, team members and the board to develop and implement an annual giving and major gift fundraising strategy.
- Create engagement plans to cultivate, steward, and acknowledge existing and new donors, including identifying new corporate, foundation, and individual donors.
- Build and manage a corporate and individual portfolio of approximately 75-100 annual giving and major donors.
- Staff the Executive Director on donor visits and manage follow-up activities.
- Develop a coordinated communications and marketing plan to increase awareness of NWALT and drive annual giving and major gifts through mail, online giving, and social media.
- Write grants and proposals, adhering to funder reporting requirements.
- Prepare annual stewardship reports outlining NWALT's accomplishments to donors and social media audience.
- Manage donor database.

Events

- Coordinate strategy and execution of two signature annual fundraising events including logistics, publicity, sponsorships, volunteer management, and other event related activities.
- Manage post event activities including but not limited to thank you letters, follow up donor visits, attendee feedback, etc.

Development Operations and Administration (10%)

- Coordinates daily operations of development functions.
- Develop annual fundraising goals, forecast revenue, and review budgets in collaboration with the Executive Director.
- Coordinate and manages a comprehensive donor database including establishing best practices and organizational standards, updating donor records based on communication and engagement with donors, and producing reports.
- Participate in staff meetings by providing fundraising and event updates.
- Demonstrates inclusivity and equity in all activities and communications.
- Ensures compliance with Land Trust Alliance and Association of Fundraising Professionals Standards and Practices

Boards and Committees (10%)

- Partners with the Board of Directors to engage them in fundraising strategies, donor identification, cultivation, stewardship, and acknowledgement.
- Work with the Executive Director and Board of Directors to support all board members in making a meaningful contribution to NWALT.
- Manage the activities of the Fund Raising and Event Committees.
- Support the Executive Director with the activities of the Executive Committee.
- Submit proposals, reports, and documentation to the Board of Directors in a high-quality and timely manner.
- Work in partnership with the Executive Director, Board of Directors, staff, and additional third-party contractors to grow the endowment and support organizational capital needs.

Required Qualifications:

- Minimum 2-3 years fundraising, event management, or related experience in the nonprofit sector.
- Successful experience leading large fundraising campaigns (please reference in application).
- Knowledge and experience to build and manage a comprehensive development program.
- Successful grant writing and grant management experience.
- Experience designing successful fundraising messaging and appeals.
- Excellent verbal and exceptional writing and proofreading skills.
- Technical proficiency with a wide range of business applications including such programs as Microsoft Word, Excel, PowerPoint, QuickBooks, and donor tracking software.
- Willingness to work occasional irregular hours, including weekends and evenings.

Applicants who do not demonstrate the above required qualifications will not be considered.

BONUS QUALIFICATIONS

- Familiarity with charitable tax law.
- Experience working with donors and foundations in Northwest Arkansas.
- Supervisory experience with demonstrated ability to lead and motivate others.

PAY AND BENEFITS:

- Salary commensurate with experience and demonstrated skills **(\$55,000+)**
- Paid holidays, vacation, sick and personal leave (PTO)
- Optional health insurance enrollment: 100% employee premium paid by NWALT.
- Professional memberships and training encouraged and paid for by NWALT.

HOW TO APPLY

All applications must be received by **5pm Central Time, March 1st, 2024.** The successful applicant must meet or exceed the minimum qualifications outlined above.

Email Grady Spann, Executive Director, gspann@nwalandtrust.org:

- Indicate your interest in the Director of Fundraising and Special Events position in the subject line.
- Provide a resume and detailed cover letter highlighting your interest and relevant experience.
- Provide three references who can speak to your successful fundraising experience.

The Northwest Arkansas Land Trust is an Equal Opportunity Employer. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.