



FRIENDS OF RYERSON WOODS

Job Description – Director of Development

POSITION: Director of Development

ORGANIZATION: Friends of Ryerson Woods
21850 N. Riverwoods Road
Deerfield, IL 60015

CONTACT: Sophia Twichell, Executive Director
e-mail: info@ryersonwoods.org
To apply for this position, please forward cover letter, resume and salary requirements to the e-mail address above.

DESCRIPTION: Friends of Ryerson Woods (FRW) seeks an experienced, highly ambitious, mission-driven individual to fill the role of Director of Development. This is a part-time position (30 hours per week). This position will drive the fundraising planning and strategy for the organization. Responsibilities include: preparing grant proposals; cultivating and soliciting donors; planning and carrying out efforts to renew gifts from current donors; identifying new prospects; communicating with donors in a timely and regular basis; planning and organizing fundraising events and donor recognition events; creating new fundraising tools such as online campaigns, planned giving campaigns, and more; providing updates on progress to FRW Board of Directors; and supervising FRW's fundraising database. This position is responsible for raising significant funds annually from private foundations, corporations, government agencies and individuals.

MISSION: Friends of Ryerson Woods uses the unique setting of Ryerson Woods to catalyze people's understanding, life-long appreciation and behavior in support of nature. Through innovative arts and environmental education programs presented against a backdrop of stately woods where pre-settlement flora and fauna still linger, Friends of Ryerson Woods seeks to build an environmentally literate constituency. Friends of Ryerson Woods is a non-profit conservation organization based at Ryerson Woods, a Lake County Forest Preserve.

CORE DUTIES & RESPONSIBILITIES:

Specific responsibilities include:

- Design, implement and direct fundraising initiatives. Plan and manage a comprehensive program to secure, renew and increase support through grants, sponsorships, events, direct mail, major gifts and more.
- Manage, track and report on the fundraising efforts, including annual appeal, fundraising events, etc.
- Secure major gifts from individual, corporate, government and foundation donors to meet fundraising goals.

- With the executive director, develop multi-year fundraising strategies and goals; financial responsibility includes setting and meeting fundraising objectives.
- Develop and maintain relationships with key donors, and interact directly with them in coordination with the executive director and Board of Directors.
- Broaden FRW's funding base by engaging with new individual donors, as well as those from the public and private sectors.
- Research new and prospective funding opportunities for specific programs and for general operating support. Supervise the development and submission of proposals and reports, including: setting strategy, and providing writing/editing services; as well as ensuring that proposals, reports and other fundraising documents are well written, strategic, tie into FRW's goals and are submitted on schedule.
- Strengthen the capacity of FRW to successfully develop and carry out fundraising strategies, including prospect identification, cultivation, proposal development and reporting.

The position reports to the Executive Director. The Director of Development is expected to work primarily during regular business hours, however, many events take place on evenings or weekends. Flexibility to work weekend and evening hours is required.

QUALIFICATIONS:

- Bachelor's degree required.
- 5+ years experience in positions of progressively greater responsibilities in related development fields required.
- Experience in writing complex grant proposals a plus.
- Self-motivated person who has initiative and independence, combined with the ability to work well as part of a team.
- Well developed communication skills, including excellent writing ability and verbal skills.
- Attention to detail and ability to work independently are essential.
- Ability to work with and communicate with a wide range of people—the public, influential donors, prospects and others. Outstanding interpersonal skills required, plus a high level of comfort with direct donor interaction.
- Tact and diplomacy in building and maintaining critical relationships, both internally and externally.
- Time management skills, with the ability to prioritize, coordinate and manage multiple priorities.
- Experience with Microsoft Office Suite 2007 (Word, Excel, Access and PowerPoint) required.

Must be a person who enjoys interacting with the public, is consistently courteous and patient. Leadership skills in planning, organizing and problem-solving important. An energetic and constructive attitude is essential in this position, one that exhibits and actively promotes positive energy and a spirit of teamwork and partnership.

Friends of Ryerson Woods is an Equal Opportunity Employer.