



NORTH SHORE LAND ALLIANCE

North Shore Land Alliance Job Description

Position: Director of Development
Supervisor: President
Location: NSLA, 1395 Planting Fields Road, Oyster Bay, NY
Period: 5 days/per week
Salary: Commensurate with Experience
Start Date: November 2021

Founded in 2003, the North Shore Land Alliance (NSLA) is a 501(c)(3) not-for-profit nationally accredited land trust. It was formed to protect and preserve, in perpetuity, the green spaces, farmlands, wetlands, groundwater and historical sites of Long Island's North Shore for the enhancement of quality of life and the benefit of future generations.

Summary of Position: The Director of Development will:

- Lead the development and execution of an annual fundraising plan.
- Identify, cultivate and solicit major donors.
- Prepare and track proposals and stewardship reports for foundation and corporation support.
- Develop and implement a Planned Giving Program and serve as staff liaison to the Development and Investment Committees.
- Assist with a strategy for a large, growing and sustained base of annual individual donors via membership and annual giving programs (including an Open Space Society).
- Oversee the organization of all fundraising events, including the Wine Auction, Open Space Society Dinner, Annual Lecture, Golf and Tennis Outing and Heritage Committee events and/or other events if any of these are no longer viable.

Responsibilities Include:

- Working with the President and the Finance Manager to design a fund-raising program that meets organizational needs.
- Growing and stewarding the Land Alliance's major donor base.
- Expanding foundation and corporate giving, including identifying sources for grants and writing proposals.
- Developing and implementing a Planned Giving Program, including an initial campaign to attract donors.

- Assisting the Board and President with land acquisition project related campaigns as they may occur.
- Identifying prospects and tracking progress of outreach efforts, proposals and/or donor solicitations, based on objectives of campaigns.
- Providing support and guidance to fundraising committees (Investment, Development and Membership) in conjunction with the Land Alliance President.
- Managing fund raising events, with the help of support staff.

Qualifications

- BA required; Master's preferred.
- Five years relevant charitable fundraising experience, with specialization in individual giving/major gifts.
- Knowledge of the Long Island/New York City philanthropic/non-profit community.
- Demonstrated excellence in organizational, managerial and communication skills.
- Proficiency in using fundraising database and research software.
- Interest in environmental issues, including land conservation.

Requirements:

- Excellent communication skills, both verbal and written.
- Creative, ahead of the curve thinker.
- Organized, with the ability to work with both minimal supervision and a diverse group of people.
- Trustworthy, reliable, and honest in handling confidential information.
- Flexible, as the responsibilities of each day may be very different.
- Availability to work evenings and weekends as required.

Please send cover letter and resume to JSimone@northshorelandalliance.org