

**COPE ENVIRONMENTAL CENTER
DEVELOPMENT DIRECTOR POSITION DESCRIPTION**
<https://copeenvironmental.org>

General Description: The Development Director oversees the planning and implementation of Cope Environmental Center's development programs including maintaining the membership program and cultivating individual donors as well as granting agencies. This individual is also the face of CEC at community events and with donors. The position is a full-time appointment with benefits available.

Duties and Responsibilities:

- Coordinate direct mail solicitations for the annual fund and for special fundraising efforts or programs.
- Manage a portfolio of corporate and individual donors, and perform the assessment, cultivation, solicitation, and stewardship of these donors. Work to continuously develop the portfolio.
- Manage the donor database (Bloomerang), including, in part, processing gifts, logging each contact, maintaining donor profiles.
- Provide stewardship to all Cope Environmental Center donors.
- Perform grant research and writing including producing final reports for grants, adhering to all posted deadlines.
- Adhere to approved CEC and grant budgets.
- Establish marketing talking points related to donors and fundraising campaigns and share with board and staff.
- Develop content for CEC's website related to membership, fundraising events and other opportunities to support Cope financially.
- Develop and grow long-term financial stability for CEC such as planned giving and the endowment.
- Maintain CEC's membership program including benefits and renewal reminders.

Other:

- Represent Cope Environmental Center at selected events and workshops in order to enhance knowledge of the local and regional community and to raise awareness of CEC and its programs.
- Evening, weekend and all-day Saturday hours are required for programs, special events, and open hours coverage.

- Perform other duties as assigned by the Executive Director.

Relationships: The Development Director is the staff liaison to the Board of Directors' Development Committee. The Development Director is also part of the standing sub-committees of the annual gala and birdathon.

The Development Director reports to the Executive Director and works closely with all members of the CEC staff and board.

Qualifications:

- Bachelor's degree
- Three to five years of development experience
- Strong written and verbal communication skills
- General knowledge and understanding of non-profits
- Self-motivated and a self-starter as well as a strong team player
- Organized and able to juggle many projects with competing deadlines
- Present a professional appearance at all times
- Interpersonal skills which work effectively with donors, volunteers, staff and board members
- Proven track record in grant writing
- Experience with direct mail solicitations and personal asks
- Ability to effectively use data bases and analyze data to make decisions

Work Environment and Culture:

- Demonstrate commitment to CEC mission at all times and in all ways while on the property.
- Take pride in one's own work and celebrate the success of others.
- Participate in an equal sharing of tasks such as answering phones, greeting guests, giving building tours, etc.
- Demonstrate a willingness to collaborate and help others when needed.
- Foster personal growth
- Desire to include a full diversity of staff and participants
- Full time, exempt, at-will

Salary and Benefits:

- \$35,000 - \$38,000 per year based on experience
- Benefits package available

To Apply:

Submit resume, cover letter and three references to Cope Environmental Center, 1730 Airport Rd., Centerville, IN 47330, Attn: Development Search Committee or email all materials in a single PDF to k.hostetter@copeenvironmental.org.