



Teatown Lake Reservation Job Opening

Date: April 9, 2018

Title: Director of Development

Employee Name: TBH

Supervisor: Executive Director

Summary of Position

To direct and manage Teatown's fund raising programs, including: contributed income activities (individual, corporate, foundation and government support, special events, and capital campaigns). As a member of Teatown's senior management team, the Development Director also fully participates as a leader in overall organizational planning, growth, and assessment efforts. The Development Director performs this work with strong collaboration and direction from the Executive Director. This position supervises the Events Manager, the Membership and Development Associate and contractual Grant Writer. The position will also work in the near future with a Capital Campaign Consultant/Firm.

Principle Duties and Responsibilities

- Plan, implement, administer, oversee and evaluate Teatown's development activities and staff.
- With Executive Director, sets and executes a disciplined strategy, plan and schedule for Teatown's Development work: this includes Individual Giving, Foundation Giving, Corporate Giving, Planned Giving, Bi-Annual Appeals and Fund-raising Events (including Annual Benefit).
- Plan and oversee operating budget for assigned area of responsibility.
- Plan development staffing needs. Interview, hire and train staff. Plan and implement ongoing staff training to enhance technical competency and team effectiveness in fundraising.
- Perform a variety of research activities related to fund raising and development programs.
- Attend, organize, and lead various staff, committee, management, and board meetings.
- Represent Teatown and deal extensively with a wide range of individuals, corporations, media representatives, and non-profit organizations outside of Teatown.
- Confer often with Board members and major donors.

Position Requirements/Qualifications

- Bachelor's degree in a relevant discipline such as business or communication, or a combination of education and experience from which comparable knowledge and skills have been acquired.



1600 Spring Valley Rd
Ossining, NY 10562

P (914) 762-2912
F (914) 762-2890

teatown.org
info@teatown.org

- Strong database management skills
- Excellent planning, organizational, administrative, personnel and budget management skills.
- General knowledge of non-profit fund raising, environmental science and nature conservation.
- Ability to represent Teatown and to deal effectively with a wide range of individuals, donors and organizations.
- Solid writing, oral communication and analytical skills.
- Strong interest in and commitment to Teatown's nature conservation mission and regional focus.

Competitive salary commensurate with experience.

To apply, please send your cover letter and resume to Kevin Carter, Executive Director, at kcarter@teatown.org.