



Development Director Job Announcement

Smart Growth Vermont is a non-profit organization with a mission to forge growth and conservation solutions for Vermont communities and rural countryside. We work with local officials, developers, non-profit organizations, political leaders and businesses to understand the factors that are changing our state, and to develop creative land use and development policies to increase our prosperity and protect Vermont's distinctive landscape. We seek a dynamic, motivated team player to become our Development Director with a strong record of achievement to secure support for, and articulate the mission of, our respected organization.

General Duties of the Development Director

Smart Growth Vermont seeks a part-time Development Director. The ideal candidate will have the vision, skills and experience to communicate the value of our evolving and dynamic programs to a variety of audiences. The Development Director works with the Executive Director, staff and Board of Directors to (1) secure financial support for the organization's programs from a variety of sources, including major donors, members, grants, donations, fees for services, and events; and (2) works with the Executive Director to develop and implement a communications plan to communicate the importance of land use issues and the value of our work to diverse audiences, including local officials, planners, non-profit organizations, state legislators, businesses and active citizens. The Development Director reports to the Executive Director.

Responsibilities

1. The Development Director is responsible for the development and implementation of a long-range fundraising strategy in cooperation with the Executive Director and the Board of Directors. Specifically, he/she:
 - Develops and implements an integrated strategy to identify and cultivate major donors;
 - Cultivates and maintains relationships with foundations;
 - Manages preparation of grant applications (with substantive input from program staff);
 - Tracks all grant milestones and reporting requirements, and works with program staff to prepare materials required by funders;
 - Develops and implements yearly membership plans designed to increase the organization's membership base and level of member giving; and
 - Manages fundraising events with the assistance of the Office Manager.

2. The Development Director reviews and assists in the preparation of all the major publications developed by the organization, with a focus on ensuring a consistent message, appealing to our broad range of members, partners and stakeholders, and positioning publications so as to maximize opportunities for fundraising.
3. The Development Director participates in selected other activities of the organization, including:
 - Works with the Board's Finance and Development Committee to implement development initiatives that secure support for the organization and its programs;
 - Participates in preparation of annual work plan and budget;
 - Tracks progress toward meeting development goals using project management software;
 - Prepares written and oral updates on development activities for quarterly Board meetings;
 - Works with representatives of state and local organizations, non-profit organizations, and other interest groups to further the organization's mission; and
 - Participates in training programs and stays current on issues related to the organization's mission through conferences, workshops, reading and exchanges.

Qualifications:

- Commitment to the mission, vision and values of Smart Growth Vermont;
- Proven success in securing financial support for non-profit organizations from a variety of sources (or comparable business experience);
- Excellent oral and written communications ability;
- Familiarity with working in a non-profit organization and willingness to assist with a variety of tasks;
- Experience in publications production, website design/maintenance and media relations a plus;
- Bachelor degree and five years work experience with strong references.

Salary and benefits are competitive and commensurate with experience. Please send your resume, writing sample, and a letter characterizing your interest and salary expectations. All applications will be treated in confidence. Respond by July 11th to serena@smartgrowthvermont.org or by mail to Noelle MacKay, Executive Director, Smart Growth Vermont, 110 Main Street, Burlington, VT 05401.

Smart Growth Vermont is an equal opportunity employer. To learn more about our organization, please visit www.smartgrowthvermont.org.