

## DEVELOPMENT EXECUTIVE

The Foundation for Geauga Parks  
February 2023

**Are you an experienced fundraiser who has led successful development efforts?**

**Are you passionate about parks and nature?**

**If so, this full or part-time Development Executive opportunity might be a fit for you!**

The role of the Development Executive (“the Executive”) is to lead the Foundation for Geauga Parks (the “Foundation”) development efforts to advance its mission through fundraising, relationship building and management, public relations, and planning. ***Fundraising and building strategic relationships are the essential responsibilities of this position and are nonnegotiable candidate requirements.*** This individual is responsible for initiating and developing strategic relationships and networks with Northeast Ohio organizations and will positively engage and inspire people to support our work. The Executive will also serve as a key representative of the Foundation on a day-to-day basis. The Executive will report directly to the Board President and the Board’s Executive Committee, carrying out development and related duties and responsibilities in partnership with the Board and the Foundation’s staff.

The Foundation for Geauga Parks is an independent, non-profit organization whose mission it is to raise money to fund community engagement with nature through education, preservation, conservation, and appreciation of the unique natural character of Geauga County. We partner with environmentally-focused organizations and individuals to preserve and conserve green spaces and protect our natural world. ***We are the Foundation for all parks in Geauga County.***

*NOTE: This position may be full- or part-time, depending on the successful candidate’s qualifications and experience.*

### JOB DUTIES

- Leads fundraising efforts to support our initiatives in partnership with the Board and Staff
- Establishes fundraising goals with the Board and reports progress against these goals
- Crafts novel development strategies to encourage new or increased gifts and sponsorships as well as strengthen community outreach and donor engagement
- Identifies and builds relationships with potential, as well as existing, donors: Major donors, individuals, corporate sponsors, grant-making organizations, and foundations
- In concert with our committees, staff, volunteers, and the Board, designs and coordinates fundraising activities and special events such as our annual benefit event, annual appeal, silent auction, outdoor events and activities
- Grant management including research, grant writing, maintains a record of grant submissions and reporting requirements
- Builds relationships with partner park and nature-oriented organizations in Geauga County
- Attends Geauga County networking opportunities and seminars related to non-profit leadership, broadening the Foundation’s network of stakeholders and potential donors

- Represents the Foundation as an “external face” for development opportunities in our communities
- Generates regular correspondence to recognize and thank stakeholders and donors
- Stays up to date on latest fundraising and development trends and advises the Board as such.
- Works in partnership with our Staff to update and maintain our donor database and CRM, effectively utilize social media, market the Foundation, and build our brand recognition

#### **QUALIFICATIONS, KNOWLEDGE, AND SKILLS**

- Bachelor’s degree
- Proven success in fundraising and development is required, displaying optimism and sensitivity to the needs of our donors and stakeholders
- Solid experience working for non-profits is required
- Successful efforts in planning and executing creative fundraising efforts, including annual or special appeals, major gifts, capital campaigns, grant writing, planned giving, and special events
- Strong preference for candidates with knowledge of Geauga County, its parks and environment
- Possesses a visible passion for the Foundation’s mission and nature
- Experience working with CRM databases
- Excellent written and verbal communication skills
- Demonstrates highly ethical standards, proven integrity
- Demonstrates strong analytical and strategic thinking abilities
- Motivated and able to collaborate and work with other groups and organizations that either share or overlap with the mission of the Foundation to gain support for our work
- Works independently while being a successful team player
- Willing and able to drive across NE Ohio to network and meet with donors, corporations, partner organizations, and sponsors
- Willing and able to work evenings and weekends

#### **Compensation**

- Salary commensurate with experience and hours worked (part-time or full-time); range \$55,000 to \$70,000
- Expenses including mileage, entertainment, cell phone allowance
- Paid time-off and flexible work schedule

Interested candidates should send a cover letter, resume, and list of references to [linda@orgsuccess.com](mailto:linda@orgsuccess.com). No phone calls please.

The Foundation for Geauga Parks is an Equal Opportunity Employer.