

Open Position - Director or Development

The Raptor Trust
1390 White Bridge Rd.
Millington, NJ 07946
www.TheRaptortrust.org

The Raptor Trust is a 501(c)(3) organization dedicated to three primary missions:

- To provide free care and assistance to injured, sick, or orphaned wild birds.
- To educate people about wild birds, especially birds of prey.
- To provide a humane example for others.

Director of Development

The Director of Development is responsible for the creation and implementation of the strategic fundraising initiatives for The Raptor Trust which include individual, foundation and corporate support. The Director of Development will report to the Executive Director. Approx 30 hrs/wk.

Specific Responsibilities

1. Collaborate with the Board of Trustees, Executive Director, Financial Administrator and Senior Staff to determine fundraising initiatives and associated yearly goals for capital needs and annual fund/general operating support for the organization.
2. Help coordinate cultivation, solicitation and stewardship activities for donors of significant capital projects, memorial gifts and other major funding initiatives. Identify, cultivate, and solicit prospects who are capable of making significant gifts.
3. Collaborate with the Executive Director, Medical and Education Staff to manage the foundation and grant pipeline. Identify funding opportunities and needs, draft and write grant proposals, engage foundations. Manage grant award reports. Identify new funding sources.
4. Create and implement strategic yearly plan which includes the annual report (spring appeal), fall appeal and year-end giving.
5. Assist in the creation of social media which promotes TRT and encourages financial support.
6. Responsible for the processing of all donations and grant awards; Responsible for the acknowledgement process for all gifts including the customization of major gifts and grant award acknowledgment letters.
7. Work with the Financial Administrator on the reconciliation of all gifts and grant awards; Maintain best practices of the management of all funds.
8. In collaboration with the Executive Director, plan and implement the Len Soucy Memorial Fund Lecture Series and education events (3-4 per year).
9. In collaboration with the Executive Director, Financial Administrator and Board of Trustees, continue to formulate the strategic plan for the organization.
10. Responsible for the all aspects of fundraising events, silent auctions, etc. Direct all marketing for the events. Manage volunteers and staff to execute events.

QUALIFICATIONS

- Commitment to conservation and the environment as well as the mission of The Raptor Trust.
- Minimum 4 years of development experience, including demonstrated experience in communications, grant writing as well as individual giving (writing sample required).
- Ability to work independently as well as part of a team with various constituents.
- Outstanding organizational, communication and interpersonal skills.

Compensation commensurate with experience: \$35,000 - \$45,000/yr.

To apply, send resume and cover letter to:

Christopher Soucy

Executive Director, The Raptor Trust

CSoucy@TheRaptorTrust.org