

Director of Development - The Raptor Trust

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. 30 hours per week.

- Creates and manages the communication strategic yearly plan which includes the annual report (Spring appeal), Fall appeal, various events (both online and in person) and year-end giving.
- Assists in the creation and maintenance of dynamic and engaging mass emails, social media posts, and mailings that promote the mission of The Raptor Trust and encourage financial support.
- Responsible for the processing of all donations and grant awards; oversees the acknowledgement process for all gifts including the customization of major gifts and grant award acknowledgment letters.
- Manages segmented donor programs including monthly/recurring giving, TRT “Legacy society,” new donors, event sponsors, and major gift donors.
- Works with the Financial Administrator on the reconciliation of all gifts and grant awards; follows best practices in the management of all funds.
- In collaboration with the Executive Director, plans and implements the Len and Diane Soucy Memorial Fund Lecture Series and special fundraising/educational events throughout the year.
- Collaborates with the Executive Director, the Financial Administrator, and the Board of Trustees on long-term organizational goals. and strategic planning.
- Responsible for all aspects of “Community Day” and other auction-based events: solicits silent auction baskets, directs event marketing, manages volunteers for the event, and works with staff to ensure proper representation of The Raptor Trust at the event.
- Manages capital campaigns: identifying potential donors, setting meetings and tours of the TRT campus, soliciting gifts, and tracking pledges and payments.

2 years’ experience minimum in fundraising, development, marketing, or relevant field.

- Reliably commute or relocate before the start date.
- \$40,000 - \$50,000/yr, based on experience
- PTO package

- Optional health insurance
- Life Insurance/Accidental death policy
- SEP/IRA retirement package after 3 years