

Position Announcement for Development Director

Open until Filled

The Bird Treatment and Learning Center, a not-for-profit wild bird rehabilitation & educational organization in Anchorage, Alaska, seeks a talented and experienced Development Director. This person will help lead and direct the staff and Board of Directors to raise funds for capital projects and to establish a comprehensive fundraising plan for sustainable operating funds, with an initial goal of \$200,000 per year.

The salary range will be competitive and experience-based.

Minimal Qualifications Preferred

- Bachelors Degree or equivalent
- 5 years experience in development, marketing and/or communications
- Clear written and verbal communication style
- Not-for-profit experience preferred
- Experience in developing a comprehensive fundraising plan
- Experience managing capital campaigns preferred
- Working knowledge of grant programs available to non-profits and experience with submitting grant proposals for funding

Job Responsibilities

- Work closely with the Director of Avian Care and Board of Directors to develop long-term development, communications and marketing strategies
- Report directly to the Board of Directors
- Implement the long-term development plan
- Oversee event planning and implementation
- Develop a list of key grant opportunities and work with the Board to develop a schedule for proposal submittal
- Develop and maintain relationships with key donors, foundations and funding agencies
- Oversee the grant writing process and write grant applications as needed.
- Donor cultivation
- Implement trackable database system for donors and members that allows the retrieval of key information on key donors, foundations and funding agencies
- Apply innovative techniques to continually increase funding for current and new programs
- Monthly reporting to the Board of Directors
- Manage and coordinate all publicity and media relations
- Educate and train the Board, volunteers, staff and other key stakeholders on their role in development, communications and marketing of Bird TLC activities
- In coordination with the Board's Treasurer, develop and track budgets for each activity or event
- Develop working knowledge of requirements of Bird TLC endowments and/or charitable trusts, prepare brief white paper to educate Board of Directors and Staff. Maintain relationships with these entities for Bird TLC.

Knowledge, Skills and Abilities

- Understanding of donor and client confidentiality and commitment to ethical fundraising practices.
- Confident, business-like and professional presentation.
- Excellent interpersonal and communication abilities, with an emphasis on active listening to learn donor interests and concerns. Ability to communicate effectively and respectfully on the phone, in writing, and in person with donors, board members, volunteers, Center constituents, other staff, and the public.
- Demonstrated ability to write clearly and persuasively. Excellent word processing, database, computer and internet skills. Savvy with social media desirable.
- Successful experience managing multiple priorities and projects that include a number of activities in various stages of completion.
- Ability to manage priorities and meet deadlines without undue stress. Judgment to reprioritize when immediacy is necessary.
- Excellent data entry accuracy and attention to detail.
- Ability to work independently and as part of the Center team.

Performance Standards

- Demonstrate sound judgment and work independently
- Clear and accurate communication skills
- Work well with donors and establish close, lasting relationships with them
- Clear plan implementation with significant results within six months to one year

To apply please send your resume, cover letter of interest, and references to:

Caryn Rea

President, Board of Directors

Bird Treatment and Learning Center

6132 Nielsen Way

Anchorage, AK 99518

Or call:

Cindy Palmatier

Bird TLC Director of Avian Care

(907) 562-4813