

Nova Scotia Nature Trust
Director of Fund Development
(Maternity Leave Contract for 18 months)

Description of Position

Seeking a rewarding experience with a dynamic charity that leads an emerging sector of the environmental field? Join a passionate team whose mission is to protect Nova Scotia's special places for future generations, through land conservation. Building on its strong track record in land protection and stewardship and enthusiastic public support, the Nature Trust is poised for significant and exciting growth.

We seek a highly effective and experienced individual who can step into a dynamic role and sustain the momentum we have built in strengthening and increasing the financial capacity of our organization. We seek someone who can learn and adapt quickly, and provide strong leadership and management for our philanthropic program during our Director of Fund Development's maternity leave.

The Director is responsible for planning and implementing the Nature Trust's philanthropic program including major gifts, annual campaign, special events, planned gifts and grants, with a particular focus on major gifts.

The successful candidate is an enthusiastic, results-oriented professional, with exceptional communication, organizational, and project management skills. You are above all else a communicator and relationship-builder, who can speak with passion and find common ground that engages donors, partners and stakeholders in the mission of the Nature Trust. You are gifted in encouraging, supporting and empowering fund development volunteers and members of a staff team. You thrive in a dynamic, demanding and challenging environment. You also have a proven record in meeting revenue targets and objectives in the charitable fundraising context.

Primary Responsibilities:

- Develop and implement strategic fund development plans and annual plans
- Set and meet annual fund development targets
- Execute a comprehensive fund development program (including major gifts, annual campaign, special events, planned gifts, grants)
- Manage, cultivate, and build relationships with all stakeholders
- Manage, recruit, support, train, motivate, evaluate and recognize fund development volunteers
- Develop and implement fund development and donor stewardship policies and procedures
- Support the Nature Trust's first major capital campaign

The position is a senior position and will be of interest to an individual with some or all of the following professional and personal attributes:

Qualifications:

- Minimum seven years experience in fund development and/or communications (or related field with directly transferrable skills and experience)
- University or College degree in fund development, public relations or related field

Skills, Knowledge and Experience:

- Demonstrated track record in setting and achieving fund development targets
- Demonstrated knowledge of effective fund development strategies and process
- Knowledge of and experience with the major gifts process (or relevant, directly applicable experience and knowledge)
- Effective management abilities (managing programs and managing people and teams)
- Demonstrated leadership abilities
- Excellent organizational, systems management, analytical and administrative skills
- Demonstrated ability to work effectively and communicate with a variety of audiences, including donors, volunteers, committees, senior management and corporate partners
- Strong marketing skills/able to effectively engage a diversity of prospective donors and /or sponsors
- Strong sense of drive, ambition and ability to take initiative and see ideas/projects/initiatives through to completion
- Highly effective public speaking and presentation skills, with proven results
- Superior research skills
- Exceptional project management skills

- Strong writing skills, particularly creating engaging, effective fund development materials and resources
- Demonstrated success in organizing, training, and motivating volunteers and staff
- Experience with not-for-profit organizations

Other desirable assets

- Understanding of and passion for the mission of the Nature Trust
- Certified Fundraising Executive designation; Membership with the Association of Fundraising Professionals; &/or Canadian Association of Gift Planners
- Experience in marketing, communications, public relations and media relations (including social media)
- Experience working with a Board of Directors and senior volunteers
- Experience using Raisers' Edge donor management software
- Experience using websites, social media, design and publishing software and spreadsheets in fund development and public relations management contexts

Compensation: Commensurate with experience.

Application Process: Please send cover letter, resume and list of 3 references to:

Nicole Arsenault, Office, Membership and Volunteer Coordinator
Nova Scotia Nature Trust
PO Box 2202 Halifax, NS B3J3C4
Email: nature@nsnt.ca

Start Date: As soon as possible. The search committee will begin to consider potential candidates immediately and will continue until the position is filled. Contract will extend until Nov 2015 (including generous overlap with the Director of Fund Development before and after the maternity leave to ensure smooth transition and support). Depending on the success of the candidate in building the philanthropic program, there is potential for longer-term employment.

Due to the anticipated volume of applications, we will only be contacting shortlisted candidates. We do greatly appreciate your interest in the work of the Nature Trust!