

POSITION OPENING: DEVELOPMENT MANAGER

March 7, 2023



Reports to: Development Director
Position type: Full-time salaried with benefits
Location: Amherst MA

Kestrel Land Trust is an accredited regional non-profit organization that conserves and cares for forests, farms, and riverways in the heart of the Connecticut River Valley of western Massachusetts while nurturing an enduring love of the land. The Development Manager is a new position created to support Kestrel's growing conservation and stewardship programs that address challenges and opportunities in our region. Reporting to and working closely with the Development Director, the Development Manager will develop and implement annual fundraising plans with a focus on building Kestrel's membership by engaging active members and new supporters and re-engaging lapsed donors. Essential functions of this position include but are not limited to:

Fundraising appeals & events

- Manage and expand Kestrel's sustaining gift program.
- Lead online fundraising campaigns such as Giving Tuesday.
- Lead in planning and executing mail appeals, coordinating with Kestrel colleagues and an off-site direct mail firm.
- Help plan and provide staff support for member-hosted gatherings (houseparties, porch parties) and fundraising events such as farm-to-table dinners.
- Coordinate engagement of local businesses in support of Kestrel's programs, including event sponsorship.
- As opportunities arise, assist with fundraising donor-restricted gifts for special projects.

Donor communications

- Coordinate the timely preparation of gift acknowledgements to donors by mail and/or email.
- Prepare and send new donor welcome packets as appropriate.
- Assist with regular email and print updates to donors and foundations about the impact of their support.
- Coordinate segmentation of supporter lists for mail appeals and prepare lists for newsletters and other mailings.
- Track pledges and prepare pledge reminders as needed.

Recordkeeping, data & technology management

- Ensure a high level of integrity in the donor database by coordinating timely and accurate data entry and updates.
- Record donations received via mail and through Kestrel's website.
- Download & enter gift data from all external donation software including online giving platforms.
- Assist with development recordkeeping including gift documentation as well as tracking donor-restricted grants and gifts, pledges, and pledge payments.
- As needed, use wealth screening tools to assist in identifying potential supporters.
- Assemble, analyze and report on metrics of fundraising programs and track quarterly & annual progress on the organization's strategic development goals.
- As needed, help prepare for the annual financial audit and required federal and state filings.



Qualifications including education, skills & experience:

- Energetic self-motivated and collaborative team player who thrives on accomplishing goals, getting results, and improving the organization's bottom line,
- Excellent verbal and written communication skills, especially creativity and a demonstrated ability to write and edit compelling donor communications,
- Excellent interpersonal skills for interacting with donors as well as working effectively with colleagues,
- Exceptional organizational and time management skills to succeed in an ambitious non-profit environment, and the ability to meet deadlines while managing multiple projects simultaneously,
- Discretion, diplomacy and ability to handle confidential and sensitive information appropriately,
- At least three years of demonstrated success fundraising for a non-profit organization including meeting or exceeding goals, as well as a Bachelor's degree or equivalent,
- Proficient in Microsoft Office, Google Drive, and Adobe Acrobat and experienced with fundraising software and donor/client management database such as Little Green Light,
- Sense of humor and ability to thrive in a fast-paced and team-oriented work environment,
- Flexibility and willingness to work outside the usual boundaries of your job description as circumstances and opportunities require,
- Personal passion and commitment to Kestrel's mission and to national priorities to promote voluntary land conservation and natural solutions to the climate and biodiversity crises,
- Experience with event coordination and/or working in a land conservation organization a plus.

Salary range: \$45,000 - \$55,000 depending on experience

Benefits: Kestrel Land Trust offers a competitive compensation package including health insurance and life insurance, optional dental and vision insurance, pre-tax medical spending account, 401Kretirement plan with company match, 12 paid holidays, generous vacation and personal leave, a flexible hybrid remote/office schedule, professional development opportunities, and paid sabbatical leave after 7 years. For more information about Kestrel Land Trust visit <https://www.kestreltrust.org/>.

To apply: Submit a cover letter, resume, contact information for three professional references, and a relevant writing sample in a single pdf document to Monica Green at monica@kestreltrust.org. Please name your document: "Development Manager – Your Name" and use this title as the subject line of your email. In your letter please describe your interest in joining the Kestrel team and how your experience qualifies you for this position. Review of applications will begin in mid-April and will continue until the position is filled. No phone inquiries please.

[Kestrel Land Trust, Inc.](https://www.kestreltrust.org/) is an Equal Opportunity Employer committed to creating a supportive work environment through a culture of inclusion, integrity, and accountability. We strongly encourage applicants from all backgrounds including people of color, indigenous people, immigrants, and refugees, LGBTQ+, and people with disabilities.