



**Neighbors and Nature Thriving Together / Vecinos y Naturaleza Prosperando Junto**

## **Seeking: Full-Time Development Director**

### **The organization**

Gather New Haven (GNH) (formed from the merger of New Haven Land Trust (NHLT) and New Haven Farms) is a non-profit organization that connects people, land and water to change our relationship with the environment and strengthen community. We do so through our various coastal exploration, wellness, farming, gardening and environmental education programs using our 50 community gardens, seven farms, six nature preserves and New Haven Harbor as outdoor classrooms. The organization has experienced significant growth in recent years. In January of 2020 NHLT merged with New Haven Farms, a New Haven based non-profit with the mission of promoting health and community development. The combined organization anticipates continuing our growth trajectory and is excited to bring on a full-time Development Director for the first time to assist with these efforts. Our web site contains extensive information about Gather New Haven and our programs: [www.gathernewhaven.org](http://www.gathernewhaven.org) . You can read about the [rationale for the name change here](#). You can learn about our new Executive Director, Brent Peterkin, through our [press release](#), through an [interview he did with Paul Bass](#) on Dateline New Haven, and in the New Haven Independent [here](#).

### **Position Purpose**

Gather New Haven seeks to hire a Full-Time Director of Development who will work collaboratively with the Executive Director and Operations Manager to coordinate fundraising and communication efforts for the organization. Responsibilities include cultivating and stewarding individual donors, communication efforts, securing business sponsorships, execution and growth of annual events, supervising grant proposals and reports, and providing support to Board members in their fundraising work.

An ideal candidate will have a strong belief in and passion for the mission of Gather New Haven with a strong commitment to promoting equity and inclusion at all levels of our work. They will be detail-oriented, have a long and proven track-record of building enduring relationships within his/her/their community, will be a team player, with a good sense of humor, and impeccable work ethic.

The Director of Development will work closely with the Executive Director, Operations Manager, Board, and other staff members to execute the Land Trust's fundraising priorities. The expectation for the Development Director will be to coordinate all parties working together to implement fundraising efforts. Significant support will be provided with database management and donor stewardship from the operations manager. All staff and board share in the responsibility of fundraising and as such, the Development Director will work to ensure the organization as a whole works effectively toward long-term fundraising goals. Currently a primary priority for the organization is to proactively identify new grant opportunities. Given the merger between the Land Trust and New Haven Farms another priority is ensuring a smooth transition regarding stewardship and communication with prior donors and grantors.

**Reports to:** Executive Director of Gather New Haven. A new Executive Director, Brent Peterkin, started June 1, 2020.

### **Essential Job Functions**

#### **Direct organization's development planning and evaluation:**

- Work with the Land Trust's Development Committee to create and oversee organizational development plans.
- Work with staff and Development Committee to engage full Board on implementation of fundraising strategies.
- Evaluate and track fundraising goals and efforts.

#### **Coordinate individual and major donor program:**

- In collaboration with the Executive Director, establish annual individual and major donor goals, cultivation and stewardship activities, and re-solicitation strategies.
- Build strong and enduring relationships with Board members, current major donors, foundation program officers and prospects through intentional cultivation and stewardship.
- With support from the Executive Director, identify, and research new major donor prospects.
- Support Executive Director with major donor cultivation.

#### **Manage foundation and government grant fundraising:**

- Work with Gather New Haven staff and Board to identify foundation and other grant prospects.
- Independently research and identify new grant and foundation prospects.
- Oversee preparation of grant proposals and reports in collaboration with program staff.

#### **Digital fundraising & Data Management:**

- Work with Operations Manager to manage online fundraising efforts including Rock to Rock and the annual online giving competition "The Great Give".
- Oversee Operations Manager in the maintenance of donor recordkeeping and stewardship through Sales Force
- Supervise Operations Manager in creating fundraising reports for the Development Committee, Board and Executive Director.

#### **Fundraising Events:**

- Coordinate jointly with Operations Manager in all aspects of annual fundraising event and other smaller donor-related house parties and other events.
- Manage corporate sponsorship efforts for annual event and other events.

#### **Marketing & Communication:**

- Supervise Operation Manager and Social Media intern in communication efforts including social media, newsletter communication, and website content.
- Coordinate production and distribution of donor updates, including annual report.
- Coordinate production of marketing materials with the Operations Manager as needed. (i.e. brochures, invitations, etc.)

**Required Qualifications:**

- Demonstrated experience and success in nonprofit, political or institutional fundraising.
- Strong written communication skills.
- Excellent people skills including ability to network and interact positively with different constituencies.
- Attention to detail and strong organization skills.
- Demonstrated ability to work independently, meet deadlines and be part of a team working toward a common goal.
- Commitment to the goals, mission and vision of the New Haven Land Trust, with a commitment to equity and community inclusion.
- Ability to manage a complex database.

**Preferred Qualifications:**

- Grant research experience identifying potential grant funders, writing grant proposals and grant reports.
- Previous experience planning and executing events.
- Experience with Salesforce
- Existing network of New Haven-region contacts.

**Working Conditions:**

- Full-time salaried exempt position, 40 hours per week.
- Based in New Haven, CT at the Office at 817 Grand Avenue
- Some travel is necessary.
- Some evening and weekend hours are necessary for special events.
- The Land Trust is a fast-paced environment that requires juggling of multiple projects and meeting deadlines. Because of the nature of our work, we provide a flexible working environment, allowing occasional work from home and flexible schedule.

**Compensation:**

\$50,000 - \$55,000 based on experience with full health benefits and generous paid time off

**To Apply:**

Please send cover letter and resume to: Brent Peterkin, [Brent@gathernewhaven.org](mailto:Brent@gathernewhaven.org)  
Please include "Development Director" in the subject line. Applications are accepted until position is filled.

*Gather New Haven is an "equal opportunity employer." Gather New Haven will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, creed, color, national origin, sex, gender expression, or sexual orientation.*