



Royal River Conservation Trust

P.O. Box 90 | Yarmouth, ME 04096 | RRCT.org | (207) 215-8315

The Organization

The Royal River Conservation Trust (RRCT) is a 501(c)(3) non-profit land trust dedicated to the preservation of the natural, recreational, historical, and agricultural resources of Maine's Royal River watershed for present and future generations. The RRCT is a growing organization of professional staff and volunteers, aspiring to the highest standards of land conservation and stewardship.

Job Description - Development Director

Reporting to and in partnership with the Executive Director (ED) the Development Director will collaborate closely with the ED, staff, and the board of directors, to design and implement strategy and action plan to expand and diversify philanthropic support and constituent involvement with RRCT.

Duties and Responsibilities

- Develop and execute RRCT annual fundraising plan to support a \$350,000 annual operating budget
- Serve as a member of the team partnering with donors and government agencies on fundraising for restricted and unrestricted funds for land acquisition
- Secure financial support from individuals, foundations and corporations
- Develop and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors
- Manage and lead volunteers, including recruiting, training and professional development
- Oversee organization of special events
- Research, write and track grant proposals and reports for all foundation and corporate fundraising
- Maintain donor database, including processing donations, data entry, and the generation of gift acknowledgements

COMMUNICATION AND INTERPERSONAL SKILLS

- Strong interpersonal, organizational, networking, facilitation and management skills; works both independently and within a team-oriented structure
- Excellent verbal and written communication skills, including public speaking, negotiations and effective communication with diverse audiences

- Strong computer skills, including experience using professional office software, and relationship database programs
- Enthusiasm for RRCT's mission

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree required
- Proven success in asking for, closing, and coaching others on fundraising for annual needs and strategic campaigns, as well as building and maintaining long-term relationships with major individual donors, foundations, and corporations

Additional Information:

- Job Type: part-time or full-time (negotiable)
- Location: 52 North Road, Yarmouth, Maine
- Some evenings and weekends will be required
- Salary and benefits: RRCT's benefits are outlined in board-adopted policies published on its webpage (www.RRCT.org/mission-vision).
- Start Date: Negotiable

TO APPLY

Please submit a **cover letter and resume** to Alan Stearns, Executive Director at Alan@RRCT.org. Review of applications will begin on September 6, 2022. Applications will be accepted until the position is filled.

INTERVIEW TEAM AND PROCESS

Initial interviews will be offered by Zoom or in person, in Yarmouth.

At RRCT we are committed to building a team that reflects and celebrates differences in our personal identities, experiences, abilities, and skills.