



## **Development Director**

### **Job Description**

#### **About Chattahoochee National Park Conservancy**

Chattahoochee National Park Conservancy, Inc. (CNPC) is a nonprofit 501(c)3 corporation. CNPC is the official friends group for the Chattahoochee River National Recreation Area (CRNRA), a series of fifteen park units along 48 miles of the Chattahoochee River in metro Atlanta, totaling 7,000 acres of land and water. Our mission is to build awareness and a community of support for the Chattahoochee River National Recreation Area and promote stewardship of its natural and cultural resources.

#### **Position Description**

The primary purpose of the Development Director will be to lead CNPC's fundraising efforts. We are a small team that works closely together, where every individual is integral to the success of CNPC. This position is vital in building and maintaining lasting relationships with CNPC's donors and prospective supporters. As Development Director, you will play a pivotal role in securing significant financial gifts to support our mission and strategic initiatives.

*The successful candidate will have a proven fundraising track record, a range of skill sets including effective donor cultivation and networking, knowledge of donor research and CRM systems, and presentation development and delivery. Preference will be given to candidates with established relationships within the Atlanta philanthropic community.*

#### **RESPONSIBILITIES**

##### Major Gift Strategy & Donor Cultivation

- Lead efforts to identify, research, and cultivate prospective major donors, focusing on expanding the number and size of major gifts, especially those above \$5,000.
- Develop personalized engagement strategies and comprehensive giving plans for each major donor.
- Manage all stages of the donor relationship cycle, from initial outreach to securing and stewarding gifts.
- Lead fundraising solicitations
- Plan and lead donor meetings, park tours, and strategic engagement events to inspire and secure giving
- Develop annual fundraising goals with Executive Director

##### Donor Portfolio Management

- Manage a portfolio of approximately 50+ current and prospective major donors.
- Plan and track donor activity using CNPC's CRM; ensure timely and personalized follow-up.
- Partner with the Executive Director and Board to align donor assignments and call strategies.
- Provide briefing materials, solicitation strategies, and meeting follow-up for ED and Board.

- Make calls and schedule visits with donors and new prospects to steward their interest in CNPC.
- Develop donor prospect and call lists and ensure that the Executive Director and Board of Director members' time is strategically deployed.
- Oversee donor engagement activities to foster a high-quality donor experience through individualized interactions, timely acknowledgments, and meaningful updates.

#### Increase Ways-to-Give

- Develop the processes for donors to easily donate through employer match programs, DAFs, payroll deductions, charitable distributions through investment accounts, stock donations, and all forms of giving beyond traditional cash and check processes.
- Create a comprehensive planned giving program to grow the number of gift commitments to CNPC

#### Corporate Giving

- Collaborate with the whole CNPC team to create sponsorship materials that showcase the impact of donor support.
- Lead efforts in securing sponsorships for key CNPC events to enhance public awareness and expand the donor base.

#### Other Duties

- Provide leadership in annual fundraising event(s) in planning and execution, including a vital role in donor engagement at the annual Party for the Park event.
- Serve as a fundraising partner across departments—ensuring alignment with communications, programming, and special events.
- Uphold CNPC's values in all donor interactions and represent the organization externally with professionalism and enthusiasm.
- Ensure compliance with regulations governing fundraising by a 501(c)(3) organization.

#### **Skills and Abilities:**

- Knowledge of CNPC mission and ability to communicate it
- A proactive communicator, willing to pick up the phone and check in with a donor, prospect, or cold call.
- Exceptional written and verbal communication skills with the ability to craft persuasive donor messaging
- Skilled at creating compelling, donor-centered cases for support
- Able to balance multiple diverse projects at once
- High emotional intelligence and interpersonal skills to establish rapport and build trust
- Experience working with executive leadership and board members to support donor engagement
- Comfortable networking and representing the organization externally
- Experience creating donor reports, tracking fundraising progress, and using data to drive strategy
- Ability to be flexible and adapt to changing needs and time pressures
- Ability to disseminate information clearly and concisely.
- Willingness to be hands-on and wear multiple hats in a small nonprofit environment
- Flexible, collaborative, and solutions-oriented

**Requirements**

- Bachelor's Degree preferred. Advanced degree or additional fundraising training desirable.
- 3 years fundraising and major donor cultivation experience with proven results.
- Experience with public speaking, co-leading meetings, presentation delivery
- Possess exceptional organizational skills, attention to detail and follow through
- Excellent communication and writing skills, patience, professionalism, and ability to effectively interact with the community, national park service employees, and CNPC leadership
- Comfortable working in a hybrid setting, including travel within the park and region, and being outdoors during all seasons of the year.
- Preferred - Existing connections to the Atlanta philanthropic community

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The qualified employee will work in an office setting, and interact with staff, consultants, and outside vendors, therefore he/she may be subjected to interruptions throughout the workday. The position will require some flexible hours, and local travel (approximately 40%). The Chattahoochee River National Recreation Area spans over 48 miles of Chattahoochee River, 66 miles of trails, and 7,000 acres of land and water.

This position is eligible for hybrid work, where they may work remotely some days of the work week, and in person at the Island Ford Park Headquarters other days of the week.

Must have reliable transportation to and from work, including offsite meetings, events and programs in and outside of the park, and regular commuting to office.

**Compensation and Benefits:**

This is an opportunity to contribute to a fast growing nonprofit and elevate its impact for the community. Salary starts at \$80,000 and will be commensurate with experience. Benefits include health care and PTO.

Chattahoochee National Park Conservancy is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.

**How to Apply:**

Interested candidates should send a resume and cover letter to [Brittany.jones@chattahoocheeparks.org](mailto:Brittany.jones@chattahoocheeparks.org).