



A National Heritage Corridor

February 24, 2025

Development Director

The Last Green Valley, Inc. (TLGV) is seeking an engaging and dynamic professional with at least five years of successful non-profit fundraising and development experience to become our Development Director. The Development Director will be the driving force behind TLGV's fundraising efforts and will play a key role in ensuring TLGV's financial sustainability and the success of our programs and services.

The successful candidate will have a proven track record with the experience, training, skills and passion to increase TLGV's non-federal funding base. They will have a positive, creative, upbeat attitude and believe strongly in TLGV's mission (www.thelastgreenvalley.org). They will be an innovative and adaptable problem-solver who is able to work independently as well as integrate seamlessly as part of the TLGV team. The successful candidate will have strong interpersonal skills and excellent written and verbal communication skills. They will be detail-oriented, accurate and discreet in dealing with confidential information and maintain the highest levels of integrity and trustworthiness.

This is a full-time, 35-hour per week position with a variable schedule that will include a mix of early morning, evening and weekend work. In-office attendance is expected, though as an ambassador for TLGV and The Last Green Valley National Heritage Corridor, this role requires working throughout the Corridor to engage constituents. The Development Director will report to TLGV's Executive Director. Salary is commensurate with experience and a benefits allowance is provided in addition to the salary.

Responsibilities

- Plan and implement a comprehensive fundraising program, working closely with TLGV staff and board members to develop annual and long-term fundraising goals that align with TLGV's strategic plan.
- Develop and implement annual and long-range plans to increase individual giving. Cultivate strong donor relationships with a culture of appreciation, lead annual and large gift solicitations, and promote planned giving.
- Develop and implement annual and long-range plans to increase corporate giving. Cultivate strong corporate relationships with a culture of appreciation, and lead annual and major sponsorship solicitations.
- Work closely with TLGV staff and board members to plan and implement the initial stages of a capital campaign for a new TLGV headquarters.
- Research grant and foundation opportunities and work closely with TLGV staff to draft and submit funding requests. Track grant and foundation funding, and coordinate all reporting.

- Work with the TLGV team to improve existing fundraising events, and creatively develop new and innovative fundraising methods and opportunities.
- Monitor and analyze all fundraising data to evaluate performance and make data-driven adjustments as needed to meet fundraising goals.
- Work with TLGV's nominating committee to identify and recruit potential board members and continue to build board capacity and expertise.
- Assist the TLGV team with other tasks as required.

Minimum Requirements

- A bachelor's degree and at least five years of demonstrated non-profit fundraising and development experience that includes individual and corporate giving, grants and foundation support, and capital campaign experience.
- Familiarity with and a passion for The Last Green Valley National Heritage Corridor's natural, historic and cultural resources.
- Excellent written and verbal communication skills.
- Proficiency in standard office software including Word, Excel, Teams and PowerPoint.
- Proficiency with a CRM database, preferably Salesforce.
- Experience with digital fundraising platforms and communication tools is a plus.
- A valid driver's license, a willingness to drive the TLGV Ranger van (Ford Transit) and access to a personal vehicle for work-related travel when the Ranger van is not available. Mileage is reimbursed at the federal rate for personal vehicle use.
- The ability to work a variable schedule that will regularly include a mix of early morning, evening and weekend work.
- Fluency in Spanish or another language other than English is desirable.

To apply: Please provide a cover letter, resume, three references and your salary requirements by email to Lois@tlgv.org by March 21, 2025. If you have any questions, please email Lois@tlgv.org. No phone calls please.

The Last Green Valley is a National Heritage Corridor – the last stretch of dark night sky in the coastal sprawl between Boston and Washington, D.C. The Last Green Valley works for you in the National Heritage Corridor. Together we can care for it, enjoy it and pass it on!

The Last Green Valley, Inc. is an equal-opportunity employer and does not discriminate on the basis of age, ancestry, color, creed, disability, gender, gender-related identity, marital status, national origin, race, religion, sexual orientation, veteran, or any other status protected under local, state, or federal law.