



Director of Development

Posting: October 1, 2024

Position Description: Harpeth Conservancy seeks an outgoing, detail-oriented, highly organized and savvy individual to work closely with the CEO, Board of Directors, program staff, and volunteers, to manage and implement the organization's fundraising programs. The Director of Development plays a crucial role in securing the necessary resources to support our mission to restore and protect clean water and healthy ecosystems for rivers in Tennessee. This position requires strong management skills, a strategic mind, ability to work well independently as well as a part of a team, and comfort relating to a variety of people in multiple settings.

The Development Director will have a leadership role in the organization's strategic growth plan to expand the number of vibrant, talented, and experienced leaders with expertise in conservation and environmental public policy on behalf of ensuring clean water and healthy rivers for every Tennessean. The organization has been increasing its funding support annually as part of a multi-year capacity building plan that includes the launch of a long-term investment/endowment fund.

HC is an equal-opportunity employer committed to diversity, equity, and inclusivity in our hiring process. We are actively seeking a diverse pool of candidates for this position.

Responsibilities of the position will include, but not be limited to:

- Lead the strategy and plans for annual fundraising designed to increase support for the organization that include events, corporate sponsorships, major gifts, the Rally for Rivers annual fund, foundations at local to national level, and membership campaigns. Manage a team of Development employees and volunteers to implement these plans.
- Lead and coordinate annual well-established and award-winning signature fundraising event, River Swing, that raises over \$650,000. Responsibilities include managing event committee, cultivating and increasing sponsorships, and overseeing logistics with Event Coordinator.
- Cultivate and steward individual donor, foundation, and corporate relationships for both general support, program support, planned giving, and for endowment fund.
- Work with directors and program managers to identify new funding opportunities, coordinate fundraising efforts, and develop the organization's fundraising portfolio.
- Work closely with various organization's committees such as the Board of Directors, Investment Committee, Advisory Council, River Swing Committee as examples.
- Oversee use of Donor Perfect database with Philanthropy and Membership Manager and initiate strategies for improving its use across the organization.
- Public speaking and networking to promote the organization's mission.
- Keep current on trends in fundraising.
- Perform other duties as assigned related to Harpeth Conservancy's mission.

Ideal Qualifications:

SCIENCE-BASED CONSERVATION FOR THE RIVERS OF TENNESSEE

Harpeth Conservancy is a Tennessee non-profit corporation and a 501(c)(3) organization.

All donations are tax deductible to the full extent allowed by law.

215 Jamestown Park Ste. 101, Brentwood, Tennessee 37027 | Phone: 615-790-9767 | www.harpethconservancy.org

- A bachelor's degree or higher with five or more years of experience in the nonprofit sector managing a combination of donor development, fundraising events, publicity, and outreach
- A demonstrated history of ability to lead large, long term fundraising efforts such as capital campaigns, estate planning campaigns, investing, annual plans, and annual signature events
- Established ties and networks in middle Tennessee, particularly Williamson and Davidson counties
- Experience managing employees and volunteers, and collaborating with senior leadership, board members, volunteers, and partners
- Comfortable interacting professionally with all levels of donors, supporters, and volunteers
- Demonstrated experience fostering a spirit of team and collaboration
- Professional, detail-oriented, energetic, outgoing, and passionate about conservation
- Excellent writing ability, a familiarity with social media, website management, and design of donor outreach and fundraising materials and programs
- Excellent technology and computer skills including experience with Donor Perfect or similar donor management software, and social media platforms
- Experience with project management software, Dropbox, Microsoft Office suite, and Slack preferred
- Strong management abilities, public speaking skills, and experience managing the financial aspects of fundraising
- Experience in project management leadership, problem solving, and process management skills
- Excellent time management, organizational, conflict, and interpersonal skills, and ability to meet and hold others to deadlines
- Have an understanding of water quality, conservation, or environmental issues in general preferred
- Commitment to the mission of Harpeth Conservancy and the values of diversity, equity, inclusion, and justice
- Reliable, responsible, and with the flexibility and willingness to work outside of the constraints of a standard work week, as required, including weekends
- Ability to lift 25 pounds
- Must be able to work legally in the United States
- Valid Driver's License in the State of Tennessee and adequate transportation and proof of insurance

Salary, Benefits, and Work Environment:

The salary base is \$80,000 with a range above based on experience. The position is a hybrid role, but regular office hours will be kept at our office in Brentwood, TN. A flexible work schedule is expected to accommodate evenings and weekends, travel, and traffic. Harpeth Conservancy benefits include paid-time-off, Blue Cross Blue Shield of TN cafeteria health insurance plan with a pre-tax Health Savings Account, and a Simple IRA retirement plan.

Please submit cover letter, resume and three references by email to:

katiemaxwell@harpethriver.org addressed to Katie Maxwell, Operations Manager

About the Harpeth Conservancy:

Harpeth Conservancy is a science-based conservation organization dedicated to clean water and healthy ecosystems for rivers across Tennessee. Founded in 1999, our mission is to restore and protect

clean water and healthy ecosystems for rivers in Tennessee by employing scientific expertise and collaborative relationships to develop, promote, and support broad community stewardship and action. Harpeth Conservancy works with landowners, businesses, community, local, state, and federal decision-makers and members to foster solutions that reduce pollution and maintain healthy areas. The rivers in Tennessee, including the Harpeth, are part of the unique freshwater river systems of the Southeast which contain some of the greatest variety of aquatic life in the world.

A State Scenic River, the 125-mile long Harpeth River flows through both rural and rapidly developing urban and suburban areas of the greater Nashville region, one of the fastest growing regions in the country. The Harpeth is one of the few entirely free-flowing rivers in the state as a result of our efforts and one of the most ecologically, culturally, historically, and recreationally significant rivers in Tennessee. However, water and land use practices critically impaired the river, cited as one of America's Most Endangered Rivers in 2015.

Over the past 20 years, the organization has broadened both the scope and geographic reach of its work as it applied lessons learned on the Harpeth to rivers and streams across the state. Supported by a broad network of volunteers, donors, and professional staff, Harpeth Conservancy has expertise in a range of disciplines including water quality science, environmental and conservation law and policy, sustainable land use planning, agricultural best management practices, volunteer and community engagement, and others.

The organization engages in land development decisions, promotes smart growth and agricultural management practices, designs stream restoration plans, assesses sewer and drinking water challenges, conducts river studies, ensures pollution threats are removed, promotes recreation and public education, and serves as a catalyst for effective statewide conservation policies. Harpeth Conservancy uses its expertise, applied science, and relationships with landowners, businesses, residents and policy decision-makers to develop solutions inclusive of the people who live and work here.

By seeking water quality solutions developed with diverse stakeholders, Harpeth Conservancy builds broad stewardship and shared responsibility for streams and rivers that are vital for the state's economic well-being and quality of life. Harpeth Conservancy vision is clean water and healthy ecosystems for rivers in Tennessee, championed by the people who live here. Please follow these hyperlinks to learn more about the Harpeth Conservancy's [successes in its first 25 years](#), our vision and approach in our [new 6 minute video](#), and some of our [current campaigns](#).