



## **Director of Philanthropy Job Announcement**

### **About Pinelands Preservation Alliance (PPA)**

Pinelands Preservation Alliance is the leading voice for preserving the natural and historic resources of the New Jersey Pinelands through advocacy, constituency building, low-impact recreation, land conservation, public lands stewardship, and promoting sustainable farming. In addition to traditional advocacy, conservation and constituency-building activities, PPA operates Pinelands Adventures and Rancocas Creek Farm. Pinelands Adventures is the premier paddling outfitter in New Jersey's Pine Barrens providing paddling trips, hikes and small group bus tours featuring Pine Barrens ecology, culture and history for the public, schools and groups. Rancocas Creek Farm is a new chemical-free produce farm and CSA on 72 acres of land adjoining our headquarters. Working here means working to protect a unique and fragile ecosystem that provides drinking water for millions of people, beautiful places to recreate, and habitats for globally unique communities of wildlife and plants.

PPA is dedicated to furthering justice, equity, diversity and inclusion in its staff and its work. We want everyone to know the Pinelands' natural resources are protected for the benefit of everyone. We seek to help people of all backgrounds to experience this natural treasure. More information about PPA is available at [www.pinelandsalliance.org](http://www.pinelandsalliance.org).

### **Director of Philanthropy**

The Director of Philanthropy will lead PPA's work with major donors, foundations and other institutional funders to advance PPA's mission. The Director of Philanthropy will plan and carry out annual fundraising programs that include major donor cultivation and stewardship, grant research and applications, and finding new opportunities to extend our capacity and expand our community of supporters. This position reports to the Executive Director.

### **Essential Functions**

- Serve as the organization's primary contact for major donors, provide high-quality donor communications, and enlist the help of colleagues in ensuring our supporters are well-informed about our work, challenges and successes.
- Work with the Director of Membership and Communications and the Executive Director to develop an overall annual fund plan, print and digital donor communications, and metrics for tracking progress towards our financial goals.
- Plan and carry out donor-cultivation and constituency-building activities, such as field trips, events and videoconferences.
- In close coordination with the Executive Director and other staff, identify grant opportunities, prepare applications, keep track of grant schedules and deadlines, and provide required reports to foundation, government and corporate funders.
- Work closely with the Database Manager to ensure we have and use accurate data on donations, donor interests and contacts, and constituency segmentation options.
- Draw on internal and outside resources to identify potential major donors and carry out moves management strategies.

- Lead PPA's planned giving program to create materials for potential donors, ensure supporters are informed about planned giving options, and maintain accurate records.
- Track and report on annual and special campaign results.
- Participate in Board and staff meetings and planning activities, and staff the Board's development subcommittee.
- Support the work of colleagues and pitch in as needs arise.

**Qualifications and Experience**

- Three to five years' experience working in philanthropy, or other relevant experience.
- A supportive, team-player approach to your colleagues, combined with the ability to work proactively and independently.
- Strong project management skills and ability to carry out multiple projects with competing deadlines.
- Excellent oral and written communication skills. Must be comfortable and confident speaking with donors, grant-makers, the public, and partner organizations.
- Eagerness to learn PPA's CRM (Salsa) and related applications.
- An interest in conservation and a commitment to PPA's mission and values.
- Commitment to further PPA's efforts to create a more just, equitable, diverse, and inclusive environment.
- Willingness to cheerfully work nights and weekends when necessary.
- Great attention to detail, respect for confidentiality of information, and personal integrity.

All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender or disability.

**Salary and benefits**

Expected salary is \$65,000-70,000 depending on experience. The compensation package includes access to a health insurance plan, life and disability insurance, access to a matching retirement savings plan, and generous vacation and holidays.

**Work schedule**

PPA staff work regular weekday schedules, plus occasional weekends and evenings.

Location: 17 Pemberton Road, Southampton NJ 08088

Start date: As soon as practicable

Employment type: Full-time

**How to Apply**

Interested candidates should submit a cover letter, resume and sample of a written communication to Carleton Montgomery via email to [carleton@pinelandsalliance.org](mailto:carleton@pinelandsalliance.org). *Submissions without a cover letter and writing sample will not be considered.*

The deadline for applications is COB April 16<sup>th</sup>, 2021 or until filled.