

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

1403 W. Hines Hill Rd., Peninsula, Ohio 44264 330-657-2909 www.conservancyforcvnp.org

Position Announcement **Director of Development Operations**

Date: January 2, 2019

The Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. For more information on the Conservancy, go to www.conservancyforcvnp.org.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Manage day-to-day operations of the Development Office
- Manage Raiser's Edge software; ensure records and files are properly organized and maintained
- Prepare and monitor Annual Development Budget, with staff input
- Prepare Development Analytics and Monthly Status Reports
- Oversee preparation and execution of Development contracts and agreements
- Coordinate formulation of Annual Development Plan
- Oversee production of Development print and electronic materials
- Oversee and update content of Development webpages
- Manage donor prospect research functions and email collection tactics
- Manage Development office files, research materials and archival material
- Manage a comprehensive and consistent donor recognition program in publications, media, signage, donor garden, crediting, etc.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree required in a field related to the requirements of this position. Master's degree preferred.
- Must have at least 5 years' experience working in a non-profit, membership-based organization, managing a data base, performing analytics, and producing sophisticated reports.
- Extensive technical understanding and experience of Raiser's Edge software or comparable Development software.
- Must have experience working with an email database, preferably MailChimp.
- Supervisory experience and the ability to work with senior management
- Must be able to participate in two way or multi-dimensional communications with multiple people.
- Ability to use computers, tablets (iPad, etc.), multifunction copy machine, networked digital telephone and cellular phone.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.

Status/ Pay/Benefits: Full-time, non-exempt, \$23-\$26 per hour. Excellent benefits package including medical, vision and dental coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org with the subject line reading **Director of Development Operations**. This is an immediate opening, posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.