



QUARRY HILL NATURE CENTER JOB DESCRIPTION

Job Title	Director of Development
Position Type	Full-time, salaried with benefits
Compensation	\$65,000 - 75,000
Location	Rochester, MN – Hybrid Work Environment

Position Description

Friends of Quarry Hill Nature Center (Quarry Hill Nature Center), a 501c3, is a vibrant hub of environmental education and conservation nestled in the heart of Rochester. We are dedicated to fostering a deeper connection between people and the natural world. Following our 50th Anniversary and multiple successful years of fundraising, our nonprofit is adding a dynamic Director of Development position to further grow philanthropic support and lead fundraising efforts.

As the Director of Development, you will play a pivotal role in ensuring the financial sustainability and growth of Quarry Hill Nature Center. You will lead our fundraising initiatives, engaging with donors and stakeholders at all levels, and driving our development strategy forward. Your responsibilities will encompass strategic leadership, donor cultivation, communication, event management, and more.

Quarry Hill Nature Center is an equal opportunity employer committed to building a diverse and inclusive work environment. We encourage all qualified candidates to apply.

Join us in our mission to connect people with nature and make a lasting impact on our community. Become the driving force behind our fundraising efforts as the Director of Development at Quarry Hill Nature Center.

Duties and Responsibilities

Strategic Leadership

- Ensure all stakeholders across the organization understand the significance of fundraising, communicate fundraising best practices, and provide the resources and tools necessary for fundraising success.

- Establish and manage the Development Committee, serving as the staff liaison. Collaborate with the Chair to set agendas, guide volunteers in development efforts, establish committee goals, and provide quarterly reports on progress.
- Actively engage with the Board of Directors, including conducting one-on-one meetings to develop fundraising and communication strategies for donors and prospects.
- Oversee Bloomerang systems and processes for gift management, stewardship, and reporting.
- Represent Quarry Hill Nature Center throughout Rochester and beyond.
- Collaborate with Quarry Hill staff and Executive Director to support fundraising initiatives and organizational goals.

Fundraising

- Engage with donors and prospects at all levels, including new and existing donors, board members, community leaders, volunteers, members, and visitors.
- Develop an annual comprehensive Development Plan for the fiscal year, encompassing all fundraising programs and strategy.
- Lead strategy, content creation, and execution of donor-facing communication efforts through multi-channel appeals, newsletters, social media, email, and annual reports.
- Create and manage a leadership annual giving program to encourage support from donors contributing \$1,000 or more.
- Develop, grow, and maintain a major gifts portfolio utilizing the donor cultivation cycle, with regular progress tracking within the Bloomerang database.
- Build relationships with corporate and family foundations, conduct research for grant opportunities, and write successful grants and funder reports.
- Manage and execute fundraising events, including an annual fundraising gala and regular donor stewardship events. Secure event partnerships in collaboration with Board members and volunteers.
- Ensure 100% board participation in the annual fund and fundraising events, working closely with the Executive Director.
- Create major gift opportunities around special initiatives, such as the endowment.
- Launch and manage a planned giving program to support the endowment, including marketing planned giving opportunities and building a planned giving prospect portfolio.
- Other duties as assigned.

Qualifications

- 3-5 years of demonstrated experience in individual, corporate, foundation, planned gifts and special events fundraising for nonprofits.
- Proven track record in identifying, cultivating, soliciting, and closing gifts from various sources.
- Experience in scaling fundraising organizations, emphasizing acquisition and peer-to-peer strategies.
- Broad knowledge of fundraising principles.
- Successful experience in setting metrics-based fundraising goals.
- Self-motivated, ambitious, goal-oriented.
- Demonstrated creativity and innovation in developing fundraising strategies and donor cultivation and stewardship programs.
- Exceptional organizational skills, capable of working both independently and collaboratively.
- Strong communication skills, with the ability to convey messages clearly and concisely.
- Passion for Quarry Hill Nature Center's mission.
- Proven ability to implement multiple fundraising strategies simultaneously and successfully.
- Persuasive writing skills for diverse audiences, including donor-centric communications.
- Proficiency in networking and building relationships.
- Knowledge and experience with Bloomerang preferred.
- Effective time-management, prioritization, and problem-solving skills.
- Willingness and ability to travel.
- Some after-hours work, including weekends, may be required for special events

Benefits

- SIMPLE IRA - 2% match of salary contributed by employer
- Paid holidays, sick leave and vacation
- Paid staff development & professional memberships

Application Instructions

- Submit a cover letter and resume to apply@qhnc.org