



## **Position Opening DIRECTOR OF PHILANTHROPY (FULL TIME)**

### **About the Organization**

The mission of the Environmental Learning Center (ELC), a not-for-profit 501(c)3 nature center located in Vero Beach, FL, is to *educate, inspire and empower all people to be active stewards of the environment and their own well-being*. Now in its 30th year, the ELC annually serves on- and off-site over 20,000 children and adults through school excursion, camp, lectures series, adult education, professional development, family festivals, and numerous partnerships and other programs. Its 64-acre campus is surrounded on three sides by the Indian River Lagoon, an estuary of national significance, and is 1.4 miles from the Atlantic Ocean. The campus includes native plant gardens, an interactive museum including aquaria and touch tank, pontoon boat and canoes, children's nature play area, visitor center, gift shop, picnic facilities and more. Approximately two miles of raised boardwalks, trails, docks and elevated lookout stations with educational signage and a wireless audio tour also allow guests an educational, immersive experience of mangrove forests and the lagoon. Learn more at [DiscoverELC.org](http://DiscoverELC.org).

As the organization enters its fourth decade, the ELC Board of Directors has embraced a bold and aspirational vision for the future – one that will leverage the geographic location and abundant natural resources in a way that will make an even greater impact while also securing ELC's mission in the community for countless generations. To support the organization in this transformation, ELC is seeking an experienced philanthropy professional with a passion for nonprofit excellence. The successful candidate will serve as a member of ELC's leadership team, responsible for creating, executing and evaluating all philanthropy strategies with a donor-centered philosophy to ensure a diverse and sustainable revenue portfolio to support ELC's mission.

### **Position Summary**

Reporting directly to the Executive Director, the Director of Philanthropy oversees all activities related to philanthropic giving for operating, capital and endowment funds. In partnership with the Executive Director and other key volunteers and staff, he/she provides leadership, management and coordination for the fundraising, Capital Campaign and outreach efforts. The Director of Philanthropy directs the work of two part-time positions, the Development Associate and Administrative Assistant, and part of the work of one full-time position, the Marketing Communications Director, in their roles in supporting Development to meet organizational fundraising goals.

The Director of Philanthropy manages all aspects of the fund development program and secures funds in a wide variety of ways, including but not limited to: identifying prospective supporters, building and cultivating relationships, making direct requests to individuals for memberships, major gifts, and annual fund drives; asking corporations for financial support through business partnerships, grants, sponsorships, and general operating support; seeking grants from private foundations and government entities; overseeing special fundraising events, including the ELC annual gala.

### **Duties and Responsibilities**

1. **Development Plan:** Develop and implement an annual Development Plan, in collaboration with the Executive Director, Development Committee and Board of Directors.

2. **Donor Relationships:** Lead the effort to establish, cultivate and steward strong relationships with donors including development and implementation of a donor recognition program, and timely, appropriate communication with donors to increase their loyalty to ELC's mission. Lead coordination of donor stewardship and cultivation events.
3. **Membership Development:** Cultivate and solicit higher level memberships through promotions, direct mail, special events, and other efforts. Define higher level membership benefits in consultation with the Guest Services Director and Development Committee.
4. **Major Gifts:** Create individual donor/prospect cultivation plans and cultivate and solicit major gifts. This includes working with members of the Board of Directors, Development Committee, and ELC Foundation Board of Directors.
5. **Grants:** In collaboration primarily with the Education & Research Director, identify, research and write funding proposals to foundations, corporations, organizations, and government agencies. Develop relationships with key personnel and trustees at these institutions. Assure grant reporting requirements are fulfilled in a timely manner.
6. **Business Support:** Prospect, cultivate, and secure gifts and sponsorships from businesses.
7. **Planned Giving:** Research and cultivate donors for estate planning purposes, including bequests, charitable remainder trusts, annuities, legacy campaign, and other planned giving tools.
8. **Special Fundraising Events:** Provide overall direction and solicit sponsorships of special fundraising events. Support, provide information, and encourage special fundraising event committees.
9. **Annual Fund and Underwriting:** Solicit and secure funds for general operations and a variety of programs and events.
10. **Other Funding Sources:** Solicit in-kind gifts, matching gifts, and other funding sources.
11. **Capital Campaign:** Solicit in-kind gifts, matching gifts, and other funding sources.
12. **Annual Report:** Direct the content and production of the annual report.
13. Remain current with all aspects of philanthropy, ensure ELC's fundraising is conducted within the highest ethical and legal standards, comply with the Association of Fundraising Professionals code of ethics, and maintain confidentiality of all donor records.

### **Qualifications**

Required: Bachelor's degree in related field. Minimum five years of experience directly applicable to the primary work required. Passion for the organization's mission and initiatives. Positive, energetic, and outgoing attitude with a strong work ethic, team-player mentality, and willingness and ability to adapt to changing scenarios. Out-of-the-box strategic thinking, self-motivated, committed, and ability to implement plans that support moving the organization forward.

Preferred: Experience with Capital and Endowment Campaigns. Certification specializing in fundraising credentialed from the Certified Fund Raising Executive (CFRE) International.

### **Hours, Salary and Benefits**

Full-time, exempt position with health, retirement, vacation and other benefits. Salary negotiable and commensurate with experience. Some weekend and evening work required.

### **To Apply**

Submit resume, list of three references, and cover letter detailing experience as it relates to the position and motivation for applying, as well as salary requirements to [employment@discoverelc.org](mailto:employment@discoverelc.org). Applications will be reviewed on a rolling basis.

*Revisions, additions or deletions to this job description may be made at any point. The Environmental Learning Center is an Equal Opportunity Employer.*