The Ipswich River Watershed Association seeks a self-directed, goal-oriented Director of Development and Engagement (DDE) who will be responsible for the design and implementation of the Association’s fundraising and constituent engagement strategy. The Association is an inclusive, member-driven, and highly collaborative organization working on behalf of our natural environment and the more than 350,000 residents and businesses on the North Shore who rely on the Ipswich River for their source of drinking water. We use science, education, storytelling, and advocacy tools to build out effective programs that protect the Ipswich watershed and inspire people to take action and provide support.

As a senior level member of a small but growing team, the DDE is responsible for leading fundraising initiatives aimed at scaling the current annual operating budget to $1 million through solicitation of major gifts, grants, corporate, and foundation support. The DDE plays a leadership role in soliciting gifts and engaging Board members and the ED in fundraising efforts as well as leading the outreach team on communications to promote awareness, engagement, and support from donors, members and the general public. This position reports to and partners with the Executive Director to meet the philanthropic and engagement needs of the organization. This role is critical to developing a sustainable revenue stream that contributes to the organization’s long-term growth strategy. It is expected that the amount raised by The Ipswich River Watershed Association will increase in future years as the DDE systematically and effectively strengthens the organization's overall fundraising capacity.

**Key Responsibilities**

**Development**

- Develop and articulate a strong case for the organization’s philanthropic needs, and build opportunities to sustain and enhance the connection between donors and the organization.
- Prepare and deploy the Executive Director and Board for donor cultivation and solicitation.
- Serve as lead fundraiser for an assigned portfolio of priority (major- and mid-level) donors and prospects and feed the prospect pipeline regularly.
- Create, monitor, and implement the Association’s entire stewardship program and plan, aimed at cultivating deeper ties for donor retention.
- Set metric-driven strategic priorities for funding by working with senior leadership through annual and long-term budget creation.
- Serve as a trusted advisor and strategist to the Executive Director:
- Develop and foster meaningful relationships with individuals and foundations and personally secure gifts from these relationships. Identify, cultivate, and retain corporate partners, and work with the Board and staff to recruit new sources of corporate support.
● Establish effective performance measures, maintain a development dashboard, monitor progress toward goals, and evaluate the effectiveness of the organization’s development program.

● Oversee entire development team members to ensure goals are met and plans are executed to reach goals, including mentoring the development staff.

● Support the Development Committee and work to actively engage them as effective partners in fundraising and organizational advancement.

● Develop systems and procedures for data management for all fundraising programs including memberships, annual, major and planned giving, special campaigns, and building an endowment. Prepare fundraising reports as needed.

● Review and analyze donor data, metrics, and trends to assist with raising funds in an efficient manner.

● Provide oversight, administrative support, and research on grant opportunities to the organization’s grant writing function primarily conducted by program staff and occasionally write grants as needed.

● Ensure accurate acknowledgment, recording, gift reconciliation, annual reports, audits, and reporting to funding sources is executed with precision through supervision of the bookkeeper.

● Regularly monitor and report on the progress of the development and engagement program.

Engagement

● Provide strategic oversight to the Communications and Outreach Program by supervision of the Membership and Communications Manager who develops and implements messaging that engages the organization’s key constituencies and advances development goals.

● Oversee implementation of marketing strategies across our various constituencies to increase and reinforce the profile and brand of the organization.

● Ensure that organizational brand and communications standards are consistently implemented to maximum effect and evaluate and update as needed.

Skills and Experience

● Significant experience demonstrating increasing levels of responsibility across a variety of development disciplines with emphasis on major donors.

● Proven supervisory, and motivational skills. Supervises a team of 3 FTE’s and works collaboratively with volunteers.

● Strong writing and organizational skills and the ability to segment the Association's donor communications for maximum impact. Excellent interpersonal communication skills, including effectively representing the Association’s value in conversation with donors and the general public through face-to-face interactions individually and as a part of a team.

● Strong project management skills including ability to monitor progress against a workplan and budget and manage and motivate multiple project participants.

● Proven ability to achieve annual revenue targets in nonprofit sector or comparable sales role.
● Understands how to create and read financial reports, produce budgets, and present investment-level information to donors and strategic partners.
● Strong computer and technology skills in the MS Office Suite and Donor Management/CRM systems.
● Ability to determine the best approaches to analyze and segment giving data, and leverage that data to inform outreach efforts and campaigns.
● Translates analysis into effective and actionable work plans that maximize resources and guides the efforts of staff and volunteers.
● Experience and interest in working with people from diverse backgrounds and experiences.
● A personal passion for the natural world and interest in the mission of the organization.

We recognize that experience can be gained in various ways: lived, professional, volunteer, and other experience and encourage candidates who may not believe they meet all of the described qualifications to consider what they can contribute to IRWA and apply. Applications from people of diverse backgrounds are strongly encouraged as The Association is committed to incorporating equity and justice throughout our programs, operations, staff and Board.

Hours, Schedule, and Compensation

This is a full-time position with a salary range $85-95,000 commensurate with your abilities. Benefits include generous paid time off, health, dental and vision insurance, HSA and a 401(K) retirement plan. Schedule is flexible but requires some evening and occasional weekend work.

Application Procedure

To apply, send a resume, along with a cover letter explaining how the position would complement your career goals and how your talents and experience would help advance the Association. Resumes will be accepted until the position is filled. The most recent posting will be maintained at www.ipswichriver.org and will be removed promptly once the position is filled. Apply to Executive Director Wayne Castonguay at: wcastonguay@ipswichriver.org. Ipswich River is an equal opportunity employer.