



Development Director

Bur Oak Land Trust

Full Time, 40 hours/week

Iowa City, IA

Position Description

Bur Oak Land Trust is seeking a full-time Development Director to help create a sustainable fundraising program for our conservation non-profit based out of Iowa City, Iowa.

This position will be responsible for developing and managing a portfolio of existing and prospective donors as well as the creation, implementation, and execution of a multi-year fundraising plan for the Trust.

A successful Development Director working collaboratively with the Executive Director will identify and advance partnerships with individual donors, corporate entities, and philanthropic organizations, both within and outside of Eastern Iowa. Identification of prospective donors, and relationship building with existing and new donors will be responsibilities of this position. The Development Director must be capable of fully describing the conservation-based mission of the Trust to potential donors and determining ways that individuals or organizations can financially support the Trust. They will manage the complete cycle of donor engagements, and employ best-and-current practices towards the recruitment and retention of new donors, and expansion of current donor gifts.

In conjunction with staff, board members and volunteers, the Development Director will also help organize, run, and evaluate fundraising events. The ability to document proposals and the results of fundraising efforts through data analysis and the creation of reports is required.

Bur Oak Land Trust is a 501c3 focused on protecting and preserving native land in Eastern Iowa, and is one of two land trusts in Iowa accredited by the Land Trust Alliance.

Position Responsibilities and Duties

- Create and update an annual fundraising plan, including goals, tactics, and timelines, with strategies to target and increase funding from local and non-local businesses, individuals and foundations.
- Ensure compliance with Trust policies as well as state and federal tax laws.
- Plan and assist with fundraising events and activities.
- Utilize a FrontStream database to record and monitor all fundraising activities and transactions.
- Monitor and provide regular updates on the progress of fundraising efforts, including monthly and quarterly fundraising reports for the Executive Director and Board.
- Exercise good judgment and represent the Trust in a professional manner.
- Utilize effective, accurate, and professional communication methods at all times.
- Generate high-quality development materials for public use.
- Effectively communicate with donors in-person, as well as via phone calls, emails, and letters.

Position Requirements:

- Bachelor's degree in business, marketing, non-profit management, or other relevant field.
- Experience with sponsorship solicitation.
- Minimum of two years of fundraising/development experience.
- Understanding of current fundraising best practices.
- Proficient with fundraising software.
- Outstanding communication skills and the ability to effectively communicate via verbal and written forms.
- Available to travel as necessary and possess a valid driver's license.

Salary and Benefits:

Salary is negotiable based on experience. In addition to salary, full-time employees receive a monthly stipend to pay for insurance and/or retirement savings. Medical, vision, and dental insurance plans are available. Work schedule is flexible, but based out of the Iowa City office. Paid time off is accrued monthly.

Application Process:

Applicants are asked to provide a resume, cover letter, original writing sample (see below), three references and salary requirements. The original writing sample should be a one-page donor solicitation or acknowledgement letter. Applications can be emailed to jason@buroaklandtrust.org.

Bur Oak Land Trust is an equal opportunity employer. All applicants will receive consideration for this position regardless of race, color, religion, gender identity, sexual orientation, disability, age, veteran status, or marital status.