

## DEVELOPMENT MANAGER

### Position Overview

The Accokeek Foundation is currently seeking a Development Manager to oversee all organizational development activities, in collaboration with the President and the Board of Trustees. The successful candidate will be responsible for managing fundraising for an annual operating budget of \$1.5 million and involves managing government, foundation, and corporate fundraising, as well as individual giving. In addition, s/he will shape, manage, and drive the implementation of effective annual fundraising and communications campaigns to engage donors and supporters.

### Development and Fundraising Responsibilities

- Manage all aspects of broadening the Foundation's funding base, including: membership, annual giving donors, major gifts, capital campaigns, grants, and planned giving.
- Provide leadership for all special event fundraisers.
- Research foundations, corporations, and individuals to identify prospects who have the interest and capacity to make significant gifts.
- Write grant applications, including foundation, corporate, and government.
- Write and create content for donor-related communications including webpages, appeals, and acknowledgements.
- Maintain constituent database and donation-related webpage content.
- Assist President/CEO with budgeting for revenue and fundraising expenses, analyzing trends, and creating and managing a development plan that is consistent with the Foundation's strategic plan.
- Participate in board meetings, committee meetings, and other development and outreach events outside the organization's normal operating hours.
- Serve as staff liaison for the board's development committee.

### Qualifications

- Bachelor's degree or equivalent work experience.
- 1-3 years of demonstrated success in professional fundraising for a science center, history museum, nature center, or other non-profit focused on informal learning and visitor engagement.
- Strong interpersonal communication skills.
- Demonstrated skills in technical writing for grants and reporting.

*The Accokeek Foundation provides equal employment opportunity (EEO) to all employees and applicants for employment without regard of race, color, age, sex, national origin, religion, disability, genetics, sexual orientation, or any other characteristic or status protected by applicable federal, state, or local law.*

- Familiarity with federal grant management a plus.
- Ability to work with high-level constituents including major donors and board members.
- Ability to work autonomously and in teams in a fast-paced environment.
- Be goal-driven, self-starter, capable of initiating donor visits and fundraising calls.
- Be organized and exhibit follow through on tasks and goals.
- Attention to detail with excellent time management skills.
- Proficient in computer-based information systems and online technology.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, strategic thinking, and good listening ability.

### **Compensation and Benefits**

This is a full-time, 40-hour a week, exempt position. Starting salary range \$45-55K annually.

The Accokeek Foundation provides employees a comprehensive benefits package including:

- Annual paid time-off and 11 paid holidays
- Health care benefits provided with 50% premium sharing and Health Savings Account contributions
- Retirement
- Paid disability and life insurance

**To apply:** Send a resume and cover letter describing how your experience, skills, and interests make you uniquely qualified for this position by email with the subject line **“Development Manager”** to [info@accokeek.org](mailto:info@accokeek.org), or by mail to: Accokeek Foundation, 3400 Bryan Point Road, Accokeek, MD 20607.

### **About the Accokeek Foundation**

For more than 60 years, the Accokeek Foundation has been a steward of the land. Through a partnership with the National Park Service, the Accokeek Foundation interprets the past, present, and future of agriculture and environmental stewardship on 200 acres in Piscataway Park. The park is open daily to visitors of all ages who enjoy a quiet landscape for recreation and reflection. Annually, thousands of school children visit for farm-based education, learning about environmental stewardship through a historical lens.

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