

Friends of the Great Plains Nature Center Director of Development Job Description

Position Summary

The Director of Development supports the Great Plains Nature Center mission to inspire stewardship of the natural world through learning experiences. The Director of Development's role is to develop and implement fundraising plans and events, build and manage membership and donor relationships and provide an ongoing connection between the work of the nature center staff and the Friends of the Great Plains Nature Center Board. Through their work, the Director of Development will enhance the reach and scope of the educational programs and resources the Great Plains Nature Center provides our community and those that visit from outside South-Central Kansas.

The Director of Development will work with all GPNC staff to carry out work as described in the Annual Work Plan approved by the GPNC Steering Committee.

Essential Functions

- Create and implement membership development plan
- Work collaboratively with board members and staff on membership development and fundraising
- Research and write grants
- Assist planning and implementation of large fundraising events, *Passport to Nature, etc.*
- Work with GPNC Director and FGPNC Board to grow relationships with major gift donors
- Plan major giving programs
- Research major gift donor prospects
- Design and operate donor stewardship programs
- Develop donor solicitation strategy for major gift prospects
- Track and assess fundraising and membership metrics
- Identify and steward prospective donors
- Create major gift proposal documents
- Utilize giving, fundraising, and marketing tools, including on-line tools
- Strive to cultivate and preserve a culture of mutual respect, individual initiative, inclusion, and diversity; collaborate with partners and staff to identify and implement best practices, where applicable
- Perform other related work as required

Knowledge, Skills and Abilities

- Ability to develop and maintain effective working relationships with GPNC staff, volunteers, representatives of other organizations and the public
- Demonstrate an understanding of, and support for, the mission of the Great Plains Nature Center and act as a representative of the GPNC in this role
- Proven skills in time management and organization
- Skilled communicator, with superior interpersonal, verbal, and written skills
- Skilled in grant writing and grant management
- Excellent project management
- Microsoft Office Suite
- Evidence of meeting organizational fund-raising goals

Experience / Education

- Bachelor's degree in public relations, business or public administration, marketing, or management or related field is preferred.
- Minimum of 4 years of direct sales or business development experience in a service industry or with a nonprofit.
- Proven track record of achieving revenue targets and/or successful fundraising campaigns.
- Demonstrated management and leadership capabilities.

Compensation and Benefits

This is a full-time, salaried position. Annual compensation will range from \$42,000-\$50,000, paid monthly, and based on demonstrated ability and experience. Additional benefits, such as paid time off and retirement savings account are available.

About the Organization

The Great Plains Nature Center (GPNC) is an established collaboration with City of Wichita, US Fish and Wildlife Service (USFWS), the Kansas Department of Wildlife & Parks (KDWP), and the Friends of the Great Plains Nature Center (FGPNC). All staff are integral for executing the mission and joint annual goals of the Great Plains Nature Center, located in Wichita, Kansas.

The FGPNC is the nonprofit partner that supports the GPNC by:

- Increasing awareness of the GPNC and its contributions to the community;
- Sustaining the programs of the organization, including education, publication, and special events;
- Recruiting volunteers and raising funds.

FGPNC serves in a supporting role to maintain a shared mission of providing nature education and inclusive community access to valuable nature resources. This partnership stands on a foundation of encouraging community involvement, providing an inclusive space with free and public access for all ages and abilities, and inspiring future generations to care for and enjoy our native surroundings.

Employment by the Friends of the Great Plains Nature Center will be offered to qualified applicants without discrimination as required by the non-discrimination statements of the U.S. Fish & Wildlife Service, Kansas Department of Wildlife, Parks and Tourism and the City of Wichita.

To Apply

No later than December 6, 2021, 5 p.m., send letter of interest and resume to:

ATTN: Amanda Alessi, Director
Great Plains Nature Center
6232 E. 29th St. N
Wichita, KS 67220,

or amanda@gpnc.org

Questions

Contact Amanda Alessi at (316) 683-5499 x 106 or amanda@gpnc.org