



*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Development Specialist**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA. In celebration of our 50th anniversary in 2021, we told 50 stories from our first five decades, which can be read and viewed [here](#).

Job Description:

This full-time position serves a critical role in the Alliance's growing fundraising team and organizational needs. The Development Specialist will work closely with the CEO, Board, and staff in implementing the organization's Development Plan and its various fundraising tactics. This position supports the continued success of the Alliance's efforts to invest into our four program areas, including: Forests, Agriculture, Green Infrastructure, and Stewardship & Engagement. The Development Specialist is primarily focused on mid- and major donors, planned giving, and foundational and corporate fundraising partnerships.

This position requires providing a high degree of great customer service, to both internal Board and staff, and external donors and supporters. The Alliance is looking for a self-starter who can operate both independently and in a team environment. This position works in a partnership with the CEO, and will require dedicated follow-through and detailed maintenance of data. The Alliance has grown tremendously in the last few years, and this position provides an opportunity for an individual to grow professionally alongside an impactful organization leading important changes in our Chesapeake Bay watershed.

Specific Duties of this Position:

- Work collaboratively with the Board and staff to advance the Alliance's fundraising goals set out in the 2021 - 2025 Development Plan. Support quarterly goal setting and progress tracking with the CEO and Board Development Committee.
- Maintain a Top Prospects list of current and potential donors; identify prospects through giving history and input from the Board and staff members.
- Work with Development Associate to ensure data management of CRM platform.
- With the CEO, determine effective cultivation and solicitation strategies for top prospects, leveraging the Alliance's on-going Programs and Initiatives.
- Collaborate with the Communications Team to develop compelling donor communications consistent with the approaches laid out in our Communications Strategy.
- In coordination with the CEO, guide monthly fundraising activity to:
 - Grow the current base of donors through launching our Catalyst Circle of major donors, event invitations, mini campaigns, and volunteer opportunities.
 - Plan for effective, consistent donor stewardship throughout the year. Work alongside Board and staff members to plan and facilitate meetings, across the Chesapeake Bay watershed, with champions and Top Prospects.
- Support the Board and staff members regarding assigned "portfolios" to steward and cultivate donors further.
- Develop a Planned Giving program.

- Maintain quarterly progress reports for the Board's Development Committee, with indicators based on the organization's Development Dashboard.
- Evaluate effectiveness of overall fundraising effort annually and provide recommended course corrections as needed. Evaluate the Alliance's strategies related to community-centric fundraising..
- Coordinate with the CEO and COO regarding program restricted gifts and opportunities.

Minimum Qualifications & Experience:

- Bachelor's degree in communications, marketing, public relations, business or similar.
- 4+ years of experience in fundraising, marketing, donor work, or similar.
- Strategic planning experience related to fundraising and moves management of constituents.
- Comfortable "making the pitch" to diverse individuals and stakeholder groups.
- Effective writing and proactive communication skills.
- Basic understanding of environmental issues is a plus.
- Collaborative and inclusive in decision-making, while also demonstrating strong leadership abilities.
- Detail-oriented, adaptable, and able to manage multiple tasks in a fast-paced environment.
- Experience with Microsoft Office, Google Workspace, and CRM platform databases.
- Understanding of and/or connections to philanthropically-minded individuals, foundations, or corporations within the Chesapeake Bay watershed is a plus.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. The Alliance believes a broad base of participation and partners reflecting all of society is needed to be successful in the Chesapeake Bay Watershed restoration effort. Visit www.allianceforthebay.org/DEI to learn more.

The Alliance for the Chesapeake Bay offers a family friendly, flexible work environment. We are committed to building a diverse team and strongly encourage candidates from all backgrounds to apply. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

Supervision: The Development Specialist will report directly to the CEO.

Hours and Location: The Development Specialist will be based at the Alliance's Annapolis, Maryland office. Some night and weekend work may be required. Travel throughout the Chesapeake Bay watershed is needed at times. The position advertised is full-time (40 hours per week).

The Alliance will require the successful applicant to submit proof of vaccination against COVID-19 (or proof of a qualifying federal exemption) prior to the candidate's first day as an Alliance employee. This is not required at time of application.

Salary: \$65,000+, commensurate with experience. Competitive benefits including healthcare, retirement contributions, life insurance, and others, are available.

Application: Please email your cover letter, résumé, and list of 2 professional references (including the skills in which they may reference) to careers@allianceforthebay.org no later than **Sunday, February 13, 2022**. Indicate "Development Specialist" in the email subject line. No telephone inquiries, please.