



## **Director of Development**

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Reports to: Chief Executive Officer  
Function: The Director of Development leads a comprehensive program that includes annual, major gift/capital, and legacy/endowment campaigns. With the development team, management responsibilities include, but are not limited to, strategies for major gifts, securing corporate sponsors, special events, increasing annual donations, and increasing legacy as well as endowment giving.  
Status: Exempt  
Schedule: Full-time, with occasional weekend and evening hours  
Location: Marion, Iowa combination of on-site and work from home  
Salary: \$70,000 - \$80,000 or commensurate with experience  
Revision Date: January, 2023

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### **Primary Responsibilities**

- Develop and implement a comprehensive annual Trees Forever development plan with objectives, timelines and evaluation methods.
- Work closely with the CEO, Board, Foundation and staff to prospect and steward major donors.
- Assure success and consistent growth of annual fund, endowment, membership, corporate and special event implementation, planning, and support.
- Lead direct mail efforts including annual and special campaigns.
- Strategize with executive and program team on sponsorships, telling our inspiring stories and community engagement priorities.
- Ensure timely follow-through and appropriate recognition of donors.
- Oversee donor cultivation and stewardship activities, including communications to donors and constituents that comply with branding guidelines.
- Provide oversight and ensure all major donor records and files are up-to-date and well maintained in Salesforce along with the hard copy system (based upon best practices).
- Work with CFO to maintain positive rating on charity-rating sites.
- Adhere to all charity fundraising laws, codes of conduct, and ethical practices.
- Research potential sources of and oversees applications for public and private grants.
- Meet annual development goals and stay within annual budget.
- Represent Trees Forever in assigned community, professional and service organizations and events.
- Provide supervision and guidance to the Development Team while serving as a creative and collaborative member of the Marketing and Development Teams.
- Serve as a member of the Executive Team and lead the Eastern Iowa and Des Moines Development Committees.
- Assume additional development duties as assigned by the CEO.

### **Required Skills/Abilities:**

- Ability to manage multiple complex projects simultaneously.
- Experience with Microsoft Office suite and Salesforce is a plus.
- Strong written and verbal communication skills.
- Excellent organizational skills.
- Interpersonal skills necessary to build effective relationships with donors, sponsors, board members, staff and partners.
- Strong leadership traits with the ability to give/receive constructive feedback, be an effective team member and trainer on development issues.

## **Qualifications/Position Requirements**

- Prefer bachelor's degree with considerable experience or background in development, fundraising, and campaign experience. CFRE a plus.
- Strategic Leader with a strong ethical commitment to internal and external stakeholders.
- Must possess a commitment to working for an environmental non-profit organization.
- Committed to community engagement and networking.
- Must be able to pass a background check.

## **Physical Demands and Work Environment:**

The physical demands and work environment described here represent those an employee encounters while successfully performing the essential functions of this position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- Prolonged periods sitting at a desk and working on a computer.
- Occasional bending, stooping, reaching, crouching or light lifting up to 20 pounds.
- Ability to participate in outdoor projects.
- Occasional evenings or weekend work may be required to meet departmental deadlines or support organizational events.

## **About the Organization**

Trees Forever is a nonprofit charitable organization headquartered in Marion, Iowa. Its mission – to plant and care for trees and the environment by empowering people, building community, and promoting stewardship – is fulfilled through leading-edge programs and innovative practices. Trained and experienced staff have assisted community leaders and landowners across Iowa, Illinois, Wisconsin and beyond with thousands of planting projects. Each year, on average, Trees Forever works with and engages more than 7,000 volunteers who give generously of their time and talents. To date, they've helped plant more than 3 million trees.

## **Trees Forever Vision and Guiding Principles**

**Vision:** People sustaining the places where they live, work, and play by planting and caring for trees and natural areas.

**Guiding Principles:** Have humor; listen actively; strive for quality and simplicity; encourage synergy and creativity; be empathetic and understanding; communicate honestly and openly; treat people with respect and dignity; leadership is everyone's responsibility; be positive; flexible; and solution oriented; be the change you expect – lead by example; recognize everything is a process being improved; and demonstrate environmental integrity and community responsibility.

## **How to Apply**

Qualified candidates should submit cover letter, resume, and references to [hiring@treesforever.org](mailto:hiring@treesforever.org). Applications will be accepted until position is filled.

*Trees Forever, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We reserve the right to conduct background checks and drug screenings.*