



Position Opening DIRECTOR OF PHILANTHROPY (FULL TIME)

About the Organization

The mission of the Environmental Learning Center (ELC), a not-for-profit 501(c)3 nature center located in Vero Beach, FL, is *to educate, inspire and empower all people, including those with minimal access to nature, to be active stewards of the environment and their own well-being*. Founded in 1988, the ELC annually serves over 20,000 children and adults through a variety of educational programming, professional development, family events, and numerous community partnerships. Its 64-acre campus is surrounded on three sides by the Indian River Lagoon, an estuary of national significance, and is 1.4 miles from the Atlantic Ocean. The campus includes native plant gardens, an interactive museum including aquaria and touch tank, pontoon boat and canoes, children's nature play area, visitor center, gift shop, picnic facilities and more. Approximately two miles of raised boardwalks, trails, docks and elevated lookout stations with educational signage and a wireless audio tour allow guests to immerse themselves in mangrove forests and the lagoon. Learn more at DiscoverELC.org.

The ELC is seeking an experienced fundraising professional with a passion for nonprofit excellence to serve as its Director of Philanthropy. The successful candidate will be a member of ELC's leadership team, responsible for creating, executing and evaluating all fundraising strategies with a donor-centered philosophy.

Position Summary

Reporting to the Executive Director, the Director of Philanthropy oversees all activities related to philanthropic giving for operating, capital and endowment funds. In partnership with the Executive Director, he/she leads the execution of all fundraising and outreach efforts and directs the work of two part-time positions, the Development Associate and Administrative Assistant, and the work of a full-time Marketing Communications Director.

Duties and Responsibilities

1. **Development Plan:** Develop and implement an annual Development Plan that identifies the goals, objectives and strategies for annual fund, membership, special events, major and special gifts and planned giving.
2. **Donor Relationships:** Strengthen processes and lead activities to establish, cultivate and steward relationships with individual and corporate donors. This includes guiding the production of an annual impact report and other donor communication.
3. **Membership Development:** Define higher level membership benefits in consultation with the Guest Services Director. Cultivate and solicit memberships through individual solicitations, direct mail, special events, and other efforts.
4. **Major Gifts:** Create individual donor/prospect cultivation plans and, in partnership with the Executive Director, board members, and other volunteer leaders, cultivate and solicit major gifts.

5. **Grants:** In collaboration with the Education & Research Director, identify, research and write funding proposals to foundations, corporations, organizations, and government agencies. Develop relationships with key personnel and trustees at these institutions. Assure grant reporting requirements are fulfilled in a timely manner.
6. **Planned Giving:** Create opportunities for individuals to support ELC through estate planning such as bequests, trusts, annuities and other planned giving tools.
7. **Special Fundraising Events:** Provide overall direction and solicit sponsorships of fundraising events. Support, provide information, and encourage fundraising event committees.
8. **Professional Development:** Remain current with fundraising best practices to ensure ELC's fundraising is conducted within the highest ethical and legal standards, including compliance with the Association of Fundraising Professionals code of ethics.

Qualifications

Required: Bachelor's degree in related field plus a minimum five years of experience directly applicable to the primary work. Passion for the organization's mission and initiatives. Positive, energetic, and outgoing attitude with a strong work ethic, team-player mentality, and willingness and ability to adapt to changing scenarios. Out-of-the-box strategic thinking, self-motivated, committed, and ability to implement plans that support moving the organization forward.

Preferred: Experience with Capital and Endowment Campaigns and designation as a Certified Fund Raising Executive (CFRE).

Hours, Salary and Benefits

Full-time, exempt position with health, retirement, vacation and other benefits. Salary negotiable and commensurate with experience. Some weekend and evening work required.

To Apply

Submit resume, list of three references, and cover letter detailing experience as it relates to the position and motivation for applying, as well as salary requirements to employment@discoverelc.org. Applications will be reviewed on a rolling basis.

Revisions, additions or deletions to this job description may be made at any point. The Environmental Learning Center is an Equal Opportunity Employer.