



## Fundraising Manager

Do you enjoy and appreciate the northern NH landscape?

Do you like the creativity of sharing a good story with people, inspiring them to support a worthy cause?

Do you aspire to make a difference using fundraising as a tool?

### ... ***Become our Fundraising Manager***

Create engaging ways to share our land conservation story and strategies for people living, working, and recreating in our service area who, like you, care about our outdoor spaces. Find innovative ways to encourage them to join our cause with their dollars.

Connect with our land stewards to share news of what is happening on the ground to influence giving, and to sustain the protection of those lands.

Collaborate with our finance team to set financial targets, analyze the data, and explore innovative ways to solicit from donors at every level of giving.

Collaborate with staff to raise funds required to do the relevant work of land conservation.

Create a strategy to move our organization into a new geographic territory and to build support and drive funds toward our work.

### ... ***Be our Fundraising Manager***

Ammonoosuc Conservation Trust is the nationally accredited, locally based, nonprofit land trust serving New Hampshire's northern Grafton County and Coös County regions. In our 24 years, we have protected 35 properties (5,282+ acres) for all who live here, now and in the future. Our presence in the communities we serve spans recreation, conservation, education, and creating ties to the natural world and each other. Our partnerships, sponsorships, collaborations, and land conservation speak to our success.

ACT encourages individuals currently underrepresented in the outdoor community to apply. As an equal opportunity employer, ACT does not discriminate on the basis of race, religion or belief, color, national origin, sex, sexual orientation, age, veteran status, disability status, political affiliation, or any other characteristic protected by federal, state, or local laws.

**Reports to:** **Executive Director**

**Collaborates with:** Other ACT staff as needed; supports/attends monthly meetings of ACT's Development Committee.

## **Hours, Compensation & Benefits:**

- 15 - 20 hours-per-week (120-day probation period/evaluation)
- Voluntary participation in ACT's retirement package after one year of employment with an Employer Matching retirement contribution of up to 3%
- 4 paid Federal holidays
- Seasonal off-site staff workdays
- Flexible schedule, potential partial remote work after onboarding
- Requires some evening and weekend availability
- Organization-wide mindfulness of work/life balance; dog-friendly office headquarters
- Salary commensurate with experience

## **Summary:**

**The Fundraising Manager** is responsible for developing and implementing a comprehensive and strategic approach to fundraising, planned giving, appeals and campaigns, the goal being to connect and engage constituents to give financial support to ACT. A primary responsibility is to build a strong and supportive constituency of sustaining and top-level donors to result in meeting ACT's annual operating budget, endowment, and investment goals.

The **Fundraising Manager** works closely with the Executive Director, Donor Management Administrator, and the Development Committee to identify strategies and audiences in which to build the financial feasibility of ACT for today and for the future. The **Fundraising Manager** is highly visible and active in efforts to reach, connect and engage these donors, sponsors, and funders. The position works with the Outreach Coordinator to tell ACT's story to educate, inspire, cultivate, and move to action, particularly for financial support.

The **Fundraising Manager** manages report review and analysis of donor trends, continually monitors fundraising efforts for effectiveness and sustainability. They work closely with the Executive Director, board members, and ACT committees to reach those audiences to gain and increase their financial support. The Fundraising Manager works closely with both the Donor Management Administrator and the Outreach Coordinator in preparation for reports, trend analysis and event planning and communications.

## **Qualifications:**

The **Fundraising Manager** should have substantial fundraising experience, preferably for a Land Trust or conservation organization, including general fund appeals, high potential, high monetary value donor cultivation, and experience in or enthusiasm for building planned giving, sustaining gifts and major gifts programs. The **Fundraising Manager** must possess strong interpersonal skills, have excellent written and verbal communication skills, be self-motivated and a creative problem solver. The **Fundraising Manager** must be technically competent with office software, donor tracking software; knowledge of use of social media and website platforms is preferred. An ability to work with diverse people, developing positive working relationships with co-workers, donors and other local stakeholders is required. A willingness to work some evenings and weekends, participate in trainings, and host and support ACT development events is essential.

## Essential Duties and Responsibilities:

- Identify and implement strategies and tactics to grow ACT donors/donor programs.
- Track, analyze and report on donation trends, create strategies for addressing and maximizing them, while working with the Donor Management Administrator to adequately manage the data.
- Coordinate with the Donor Management Administrator/Development Committee to maintain updated personal and contact information on current donors.
- Produce materials and publications in-house in collaboration with the Outreach Manager or, when needed, work with outside printer vendors to produce and deliver materials.
- Collaborate with the Outreach Manager to ensure ACT's social media presence is fresh, properly targeted, and effective to meet membership and fundraising goals.
- Seek new and innovative opportunities to appropriately promote the organization to funders.
- Work with staff in researching and applying for grants for land projects, general capacity, event and initiative funding.
- Work with the Finance and Development committees to establish achievable fundraising goals, revise fund sourcing plans as needed, and manage the annual fundraising budget.
- Develop strategy for, design and implement the annual and specialty appeals and campaign materials - collaborate in production and mailing with the Donor Management Administrator.
- Work within the community to identify, empower, motivate, and engage prospective donors, sponsors, members, volunteers, target markets and other supporters as defined by the Executive Director and Board of Trustees.
- Coordinate staff, trustees, and volunteers in fundraising efforts; design and provide training for cultivating donors and building relationships.
- Develop presentations for special events as needed to meet fundraising goals.
- Support the Development Committee in creating, organizing, and implementing fundraising events.
- Support the Executive Director and the board with cultivation of major donor relationships.
- Collaborate with other ACT staff.
- Attend bi-weekly staff meetings and monthly Development Committee meetings; attend regular ACT committee and board meetings as required.
- Attend professional development workshops and webinars. Represent ACT at regional and state conservation industry meetings.
- Complete other duties as assigned.



**To apply please send your resume and cover letter  
to [jobs@act-nh.org](mailto:jobs@act-nh.org)**