



**Conservation Voters New Mexico www.CVNM.org
Development Director
Job Opening, April 2010**

Conservation Voters New Mexico (CVNM) works to protect New Mexico's natural environment and cherished way of life. Our mission is to make the protection of our air, land, and water a top priority for elected officials, political candidates, and voters across the state so that we can pass strong laws that protect our air, land, water, wildlife and communities.

The ideal candidate is excited by the opportunity to raise the necessary financial resources from major donors and membership to build a pro-conservation majority in NM. Candidates should have experience with non-profit and/or political fundraising. We are looking for somebody who is resourceful, well-organized, creative, enjoys electoral and legislative politics, eager to work with a dynamic and growing non-profit and passionate about protecting New Mexico's air, land, and water through the political process.

Job Description:

Full-time position. Reports to Executive Director and works closely with the Business Administrator and board members. Position is based in Santa Fe and is available immediately.

The Development Director will work with the Executive Director to develop and implement an overall fundraising strategy. The Development Director is responsible for all fundraising activities, which include: major donors, membership development and retention, special events, donor database management, processing thank you notes, grant seeking and reporting, and planning. Approximately 75% of fundraising efforts will be dedicated to raising non tax-deductible gifts from individuals which enables CVNM to engage in political action.

Responsibilities:

Major Donor Program:

- Develop and implement major donor program, including developing strategies, goals, and measurable benchmarks for donor prospecting, cultivation, upgrade of existing donors, outreach materials, and personalized communication;
- Spearhead outreach to existing major donors and prospects by getting to know our donors and communicating regularly with them to let them know how their gifts make a difference (must be a “people” person and enjoy reaching out via the phone);
- Provide support and preparation for Executive Director and Board Members for meetings with major donors; monitor and encourage board members’ major donor fundraising goals;
- Ensure that the annual major donor program and special campaigns are executed in a timely fashion, providing support and preparing all necessary donor research and fundraising materials for donor visits;
- As appropriate, attend major donor meetings and be prepared to tell the CVNM story;
- Maintain tracking system on donor visits, pledges, and income;
- Seek out new donor prospects and innovative opportunities for introducing CVNM to new sectors of the philanthropic and political donor community, which may include attending periodic donor and community events in evenings and weekends for networking opportunities.

Special Events:

- Oversee overall planning, implementation, and expansion of two annual signature events that include keynote speakers and awards ceremony. Event planning will require recruiting and providing support to host committees and corporate donors;
- Plan, coordinate and seek out other opportunities for events, such as house parties, “friend-raisers”, and donor appreciation activities.

Membership Development and Retention:

- Work with staff to develop and execute annual membership plans which includes recruiting new members and retaining and upgrading current members;

- Conduct analysis of membership recruitment and retention activities and plan future strategies;
- Draft, manage, and track all written correspondence with members and donors, including thank you notes, renewals and special appeals; oversee interns and volunteers on large projects such as acquisition mailings and special appeals;
- Manage online web donation pages;
- Maintain ongoing data entry and accurate record keeping and tracking in database.

Grant Seeking and Reporting:

- Develop annual grants plan which includes proposal due dates and reporting schedules; track the status of all proposals and reports;
- Prepare grant reports and proposals, working closely with Executive Director and other staff as needed.
- Maintain foundation files.

Qualifications:

- Commitment and dedication to CVNM's mission, goals and strategies; interested in environmental protection AND the political process;
- 3 + years experience in non-profit or political fundraising using multiple strategies;
- Attention to detail and strong organizational/ time-management skills;
- Friendly, warm and engaged demeanor on the phone and in person;
- Working knowledge of how to use relational databases (i.e. databank, raisers edge) for donor management;
- Demonstrated ability as a self-starter and problem-solver;
- Ability to work under periods of high intensity pressure and deadlines;
- Ability to multi-task and coordinate several projects simultaneously;
- Ability to work both independently and in team setting;
- Excellent written and oral communication skills;

Salary: Depends on qualifications. Good health benefits and vacation package.

Send resume, writing sample, salary range requirements, and cover letter by 4/18 to: info@cvnm.org No phone calls please.