



Connecting people to the land since 1895

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CFPA Development Director: Full-time Job Opportunity

We encourage you to apply for this job opportunity if you're interested in working with:

- A positive, mission-focused, non-profit conservation organization;
- A team that gets people outdoors to enjoy forests, parks, and Blue-Blazed Hiking Trails; and
- An organization dedicated to diversity, equity and inclusion.

POSITION SUMMARY

The Development Director is a full-time exempt employee and senior staff member, reporting to CFPA's Executive Director. The Development Director is responsible for creating and implementing a Development Program that raises the funds necessary to support CFPA's efforts to protect forests, build and maintain the Blue-Blazed Hiking Trails, and educate the public about the importance of forests, trails, parks and open spaces. The Development Director fosters a culture of philanthropy within CFPA to ensure that the organization's culture, systems, and procedures support fund development and vice versa.

PRIMARY RESPONSIBILITIES

- Plan, coordinate and assure implementation of strategies to develop donors and contributions to support the organization.
- Assure development and maintenance of appropriate systems to fund development including but not limited to donor management, research and cultivation, gift processing, and recognition.
- Maintain accountability and compliance standards for donors and funding sources.
- Provide general oversight of all of the organization's fund development activities, manage the day-to-day operations of the development function, and monitor the success of activities.
- Ensure attainment of the organization's fund development activities through the selection, mentoring, motivation, and evaluation of CFPA's internal, contract, and volunteer resources.
- Design and ensure implementation of cost-effective fund development programs that grow CFPA's mission impact while generating a solid return on investment.
- Assure proper planning including goal setting, strategy identification, benchmarking, and evaluation to support fund development.
- Other responsibilities related to fund development as required.

DESIRED QUALIFICATIONS

- Commitment to CFPA's mission, teamwork, and to diversity, equity, and inclusion.
- At least five years of experience in fundraising or a position with transferable skills.
- Experience in growing donors, soliciting major gifts, as well as grant writing and reporting.
- Ability to work well with diverse constituencies, including donors and prospects, board members, partners, staff members, and volunteers.

- Experience with multi-faceted campaign planning, implementation, and management.
- Superior written and verbal communication skills and diplomacy; experience developing successful fundraising materials.
- Superb organizational and problem-solving skills.
- Results- and detail-oriented with strong follow-through.
- Sound judgment in maintaining confidentiality of donor information; sensitivity to the needs of donors and prospects.
- Strong computer literacy, including database/CRM proficiency.

COMPENSATION AND BENEFITS

The Development Director will receive a salary between \$80,000 - \$100,000 annually, depending on experience. CFPA also offers a generous and comprehensive benefits package including 100%-employer premium paid medical, dental, and vision insurance; 403(b) Plan including a discretionary 4% employer contribution; and 12 paid holidays. (CFPA reserves the right to alter or eliminate its current employee benefit plans and programs). This position is full-time, salaried, and overtime-exempt under the Fair Labor Standards Act and applicable Connecticut law.

COMMITMENT TO JUSTICE, EQUITY, DIVERSITY & INCLUSION

CFPA does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, veteran status, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Indeed, we have a responsibility to take actions to break down barriers that historically have excluded and impacted populations because of their race, ethnicity, sexual orientation, gender identity, language, religion, disability, socio-economic backgrounds, or other reasons.

ABOUT THE CONNECTICUT FOREST & PARK ASSOCIATION (CFPA)

Founded in 1895, CFPA is Connecticut's first private, nonprofit, conservation organization. Today, CFPA manages 825+ miles of Blue-Blazed Hiking Trails on private, town, and state lands stretching across 96 towns. CFPA offers educational programs for forest landowners and managers, as well as for children, families, and adults. CFPA is also a statewide land trust owning or holding conservation easements on over 2,000 acres, and a well-regarded advocate at the state and federal levels for forest, park, trail, and land conservation issues. To learn more about CFPA, visit ctwoodlands.org.

TO APPLY:

Please provide the following in one .pdf document addressed to the attention of CFPA's Executive Director, Eric Hammerling via ehammerling@ctwoodlands.org. No phone calls, please.

1. Cover letter;
2. Resume showing relevant experience and skills; and
3. Three (3) professional references.