



Mountain Conservation Trust

Position Description

Position Title: Director of Development

Location: 104 North Main Street, Suite B3
Jasper, Georgia 30143

Website: www.mctga.org

The Organization:

Since 1991, the Mountain Conservation Trust of Georgia has diligently worked to protect the North Georgia Mountains from the advancing growth of metropolitan Atlanta and the proliferation of second home developments in the verdant Southern Appalachian region.

The Mountain Conservation Trust of Georgia (MCTGA) is dedicated to the permanent conservation of the natural resources and scenic beauty of the mountains and foothills of North Georgia through land protection, collaborative partnerships and education. It has a strong board of directors who are dedicated to the organization and its mission.

Seeking to expand their conservation capabilities on a regional level, the Mountain Conservation Trust of Georgia is seeking a development director. **Flexibility of hours or possibility of some telecommuting will be considered for the ideal candidate.**

Position Summary:

Reporting to the Executive Director, the Director of Development is responsible for overseeing and implementing the fundraising activities of the MCTGA. The Director of Development will work with the Executive Director and Board of Directors to increase and optimize private support from individuals, corporations, foundations, and governmental resources. The successful candidate should have a proven track record for major gifts, annual funds, membership programs, campaign management, special events, corporate underwriting, planned giving, grant writing and database operations.

Position Specifics:

The next Director of Development will:

- oversee the planning, development and implementation of the overall MCTGA fundraising efforts consistent with their five year strategic plan under the guidance of the Executive Director;
- implement the major gifts effort focused on bolstering MCTGA operations and educational programs;
- identify, research and cultivate corporations and foundations for general operating support;
- work on increasing membership and annual membership revenue;
- assist the Executive Director in expansion of membership and revenue into a new geographical area
- conduct annual campaign appeals: year end letter, newsletter articles, etc.;
- identify, research and cultivate donors and MCTGA members;
- prepare grant proposals and corporate sponsorship requests;
- plan and implement special projects and events;
- handle other duties as needed and required by the Executive Director.

Candidate Requirements:

- Bachelor's degree or higher from an accredited college or university;
- Minimum of five years fundraising experience;
- Experience relevant to the position requirements;
- Ability to work with people at all levels and in a team environment;
- Great interpersonal skills;
- Experience with membership programs;
- Strong organizational and communication (written and verbal) skills;
- Proficiency in donor software systems.
- Previously retired-second career candidates will be considered

Compensation:

Successful candidates will be compensated commensurate with qualifications and geographical area

Search Process:

Candidate screening will begin immediately and will continue for the duration of the search process. Please send resume, cover letter, salary expectations and sample materials to:

Mr. Robert D. Keller, Ph.D.
Executive Director
The Mountain Conservation Trust of Georgia
104 North Main Street, Suite B3
Jasper, Georgia 30143

