



Position Title: Fund Development Director

Starting Salary Range: \$65,000- \$72,000 commensurate with experience and education

Position Status: Full Time, exempt

Posting Dates: open until filled

About Tip of the Mitt Watershed Council:

We are dedicated to protecting our lakes, streams, wetlands, and groundwater through respected advocacy, innovative education, technically sound water quality monitoring, thorough research, and restoration actions. We achieve our mission by empowering others and believe in the capacity to make a positive difference.

Core Values:

1. The belief in the beauty and integrity of the natural world.
2. Technically sound information and programs.
3. High integrity and honesty.
4. Innovation and creativity.
5. Optimistic belief in the capacity to change human behavior.
6. Persistence.

The Benefit of Working Here:

The Watershed Council's compensation philosophy is based on equity and transparency. Starting offers are determined by both the candidate's directly applicable experience and internal equity within the pay grade. As part of our total rewards package, we offer meaningful work, hybrid and flexible work schedules, a pet-friendly office, benefits, promotional opportunities, and competitive compensation.

Our attractive benefits package includes medical, dental, and vision coverage for each employee in addition to life insurance, an annual paid wellness benefit, and a 403(b) retirement plan with employer contribution. Additionally, we operate with a discretionary paid time off system based on team equity and trust.

Position Summary:

The Fund Development Director will lead Tip of the Mitt Watershed Council's fundraising efforts, ensuring strong financial sustainability to support the organization's mission. This position will

manage fundraising efforts including annual giving, major gifts, some grant writing, business sponsorship and donor relations. The Director will also contribute to marketing and communications strategies that elevate the organization's visibility and inspire engagement across Northern Michigan. This position will not have direct supervisory responsibilities.

#### Key Responsibilities:

##### Fundraising and Development Leadership

- Work collaboratively with the Executive Director to develop and implement the organization's comprehensive fundraising strategy, including annual giving, major gifts, planned giving, and corporate sponsorships.
- Develop planned giving initiatives, cultivating long-term donor relationships.
- Coordinate special fundraising events that engage the community and highlight the organization's mission.
- Lead the planning and execution of donor campaigns, events, and appeals.
- Build and maintain strong relationships with donors, funders, and community partners.
- Identify and cultivate new funding opportunities to diversify revenue streams.
- Manage private and foundation grant writing, reporting, and stewardship in collaboration with program staff.
- Work closely with the Membership and Operations Director to ensure that annual membership solicitations are aligned with fundraising goals and donor management.

##### Communications and Public Engagement

- Collaborate with Communications Manager and Membership and Operations Director in developing the organization's communications, marketing, and public relations strategy to enhance brand awareness and donor engagement.
- Contribute to content creation for newsletters, social media, website, and print materials.
- Collaborate with organizational leadership to ensure consistent messaging that reflects the Council's mission and priorities.
- Serve as a public representative of the Watershed Council at events, community functions, and speaking engagements.

##### Organizational Leadership and Collaboration

- Work closely with the Executive Director and Finance Director to align development goals with budgeting and reporting.
- Collaborate with program staff to connect donor priorities with program outcomes.
- Engage Board of Directors in fundraising and support the work of the Development Committee.

##### Data and Systems Management

- Collaborate with Membership and Operations Director to manage donor and project databases (Monday.com and Donor Perfect preferred) to ensure accurate records and data integrity.

- Track, analyze, and report on fundraising progress, donor retention, and campaign effectiveness.
- Ensure compliance with all fundraising regulations and ethical standards.

#### Engagement Expectations

- Represent the Watershed Council at community and donor events, which may include evenings or weekends.
- Support organizational planning and strategic initiatives with a commitment to equity, transparency, and collaboration.
- Demonstrate leadership, professionalism, and a commitment to diversity, equity, and inclusion in all aspects of the role.

#### Qualifications:

We seek a self-motivated professional with strong initiative, energy, and an independent work ethic who can balance strategic thinking with attention to operational details. This position is ideal for a dynamic non profit professional passionate about protecting Northern Michigan's water resources. If you are an experienced relationship builder and communicator who thrives in a collaborative environment, we encourage you to apply.

- Bachelor's degree or equivalent experience in nonprofit management, fundraising, communications, marketing, sales or related field.
- At least three years of progressive experience in fundraising, donor relations, or nonprofit development.
- Understanding of the process and art of securing major gifts, managing grants, and cultivating donor relationships.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, Google Workspace, CRM systems (Monday.com and Donor Perfect preferred).
- Knowledge of environmental or conservation issues preferred but not required.

#### Work Location:

Position requires on-site work at our Petoskey, MI office with potential travel throughout Northern Michigan. Some flexible work-from-home scheduling is available after successful completion of an onboarding process and probationary period.

#### To Apply:

Please send your resume and cover letter to [apply@watershedcouncil.org](mailto:apply@watershedcouncil.org) with "Fundraising" in the subject line.

Tip of the Mitt Watershed Council shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. Candidates from traditionally underrepresented populations are encouraged to apply.