

**MICHIGAN LEAGUE OF CONSERVATION VOTERS
MICHIGAN LEAGUE OF CONSERVATION VOTERS EDUCATION FUND**

July 2010

Job Posting: Development Director

The Michigan League of Conservation Voters (LCV) is seeking a talented and self-motivated individual to develop and lead a robust and sophisticated development program for Michigan LCV Education Fund, [501(c)(3)], Michigan LCV [501(c)(4)], and Michigan LCV PAC. This is a full time position.

Organizational Background:

Michigan LCV is a dynamic, non-profit, independent political organization working with its members and the state's conservation and environmental community to make environmental protection a top priority with elected officials and the voting public. Michigan LCV helps elect candidates to public office who stand up for conservation principles, and holds elected officials accountable for their actions. Michigan LCV Education Fund is a sister organization working to build the capacity of the Michigan environmental/conservation community and encourage active citizen participation in public decision-making processes. The main office is headquartered in Ann Arbor, Michigan, with a secondary office in Grand Rapids, Michigan.

Duties & Responsibilities: The Development Director will work in close partnership with the Executive Director to craft, direct and support the implementation of a strong, long-term, sustainable fundraising program. Duties will generally include: working with the Board of Directors on their fundraising goals, as well as other volunteer fundraising committees; major donor research; carrying out all aspects of fundraising events; implementation of a direct mail/email program, including re-solicit and prospect programs. The successful candidate will be energetic, confident, and demonstrate strong success in relationship building, fundraising, and volunteer development and planning.

Specific responsibilities:

- Working closely with the Executive Director to establish meetings and phone calls with current and potential donors, acting as the primary contact in some cases;
- Executing the Development Plan(s), and ability to trouble-shoot and make alterations to the plan as necessary throughout the year;
- Ensuring proper stewardship of current donors and building a stewardship program of past donors to re-engage them;
- Researching prospective donors, including extensive background research in preparation for approach;
- Managing Development Intern/s;
- Planning, managing and executing fundraising events, including sustaining and growing current planned events and creating and implementing new events, as applicable. Event work may include, but is not restricted to, working closely with the Executive Director, building and then working closely with Host Committees, researching donors, coordinating mail and phone lists, sending invitations, ensuring proper follow-up on mail and calls, recruiting volunteers, and assisting staff at events;
- Managing the direct mail program, including letter writing (where interested), and making sure Appeals, Prospecting and Email solicitations stay on schedule.

Necessary qualifications:

- Bachelor's degree
- Development and/or marketing experience in related field
- High comfort level with political fundraising and relationship building
- Experience working in non-profit organizations a plus
- Familiarity with donor tracking systems or equivalent
- Highly organized with an ability to create and execute work plans
- Ability to multi-task
- Willingness to travel

Compensation:

Commensurate with experience

To Apply

Please send a cover letter, resume, three references, and two current writing samples by email to info@michiganlcv.org. If necessary, you may fax these documents to (734) 222-9651, or send via US Mail to Michigan League of Conservation Voters, 213 W. Liberty Street, Ann Arbor, MI 48104. For more information, please call (734) 222-9650.

Application Deadline

Please apply before July 31, 2010. Applications received on or before July 31 will be given priority, but we will continue to receive applications until the position is filled.

The Michigan League of Conservation Voters is an equal opportunity employer.