Sudbury Valley Trustees, a nonprofit regional land trust located west of Boston, MA, seeks a Director of Development & Community Engagement (DDCE) to grow SVT’s capacity so the organization can accelerate its efforts to protect and care for the region’s vulnerable natural areas and farmlands.

**About SVT**

Sudbury Valley Trustees (SVT) conserves natural areas and farmland in 36 communities around the Sudbury, Assabet, and Concord Rivers. We protect some of the region’s most important forests, wetlands, and grasslands—natural areas that support wildlife habitat, working farms, and recreational trails. SVT is accredited by the national Land Trust Accreditation Commission.

SVT cares for more than 5,000 acres on 175 properties, maintains more than 63 miles of hiking trails, and provides an array of public educational programs and recreational outings. We collaborate with numerous partner organizations, and our work is supported by 2,900 members and 200 volunteers. We accomplish our work through an all-volunteer Board of Directors and 13 staff members.

Our headquarters are located in a former farmhouse at the 52-acre Wolbach Farm in Sudbury, MA, where we enjoy views of scenic meadows and woodlands. Our dedicated staff enjoys a supportive, cooperative work environment, and we benefit from an ardent group of members who form a close-knit and collegial community.

SVT has set a goal of protecting an additional 12,000 acres of land and facilitating improved stewardship of the region’s natural areas by the year 2050. The DDCE will play a key role in the attainment of this goal.

**Position Overview**

The DDCE is responsible for refining the strategic direction of the SVT membership program and for overseeing all fundraising and outreach efforts of the organization. S/he will be responsible for increasing the number of grassroots members by 5% annually.

The DDCE reports to the Executive Director and directly supervises the Development & Engagement Coordinator and the Development Associate. These four staff members along with the Communications Manager form SVT’s Development Team.

The DDCE leads and coordinates the work of the Development Team to:

- Advance SVT’s strategic goal to engage and mobilize many more people to care and act for conservation.
- Raise ~ $1 million operating revenue annually.
- Grow and nurture SVT’s membership base.
The DDCE is also part of SVT’s leadership team that develops strategies for securing the additional funds needed for individual land protection and stewardship projects.

This is a full-time position based at SVT’s headquarters, located at Wolbach Farm in Sudbury, MA.

**Responsibilities**

Development Program Planning & Administration:
1. Develop data-driven, multi-year and annual work plans for all aspects of SVT’s fundraising and outreach activities.
2. Directly supervise two staff members and coordinate the work of all other staff, board members, and volunteers who participate in SVT’s fundraising and outreach work.
3. Manage all aspects of SVT’s donor constituency database (Raiser’s Edge) including staff training, data management, data analysis, and quality control.
4. Provide support and leadership to a volunteer Marketing & Outreach Committee and other volunteer work groups as needed.
5. Ensure SVT’s development work complies with the Standards & Practices of the national Land Trust Accreditation Commission so SVT retains its accreditation status.

Membership Program:
1. Develop and implement a membership development plan that includes strategies for recruiting more and a greater diversity of members, upgrading current donors, and improving member retention and recognition.
2. Oversee the processing of all gifts; ensure timely deposits, data entry, and acknowledgments.

Major Giving:
1. With support from the Development & Engagement Coordinator, guide and coordinate major gift solicitation with the Executive Director and a volunteer Major Giving Committee.
2. Carry a portion of SVT’s major donor portfolio and directly solicit major gifts.

Finance & Administration:
1. Prepare and administer a Development Program Budget (~$1 million revenue and $125,000 expenses).
2. Prepare regular reports on progress, budgets, receipts, and expenditures related to fundraising and the management of the development activities.

Project Fundraising:
1. Provide support to, and collaborate with, SVT’s Directors of Land Protection and Stewardship who are charged with managing fundraising campaigns for SVT’s land and stewardship projects.

Programs, Events, & Outreach:
1. Build relationships with partners and other community stakeholders to advance the mission and fundraising goals of the organization.
2. Supervise SVT’s Development & Engagement Coordinator’s work to:
   a. Develop and deliver 3 program calendars each year (~75 public programs in total).
   b. Design and carry out other outreach tactics, such as community tabling.
   c. Manage the planning and delivery of SVT’s Annual Fundraising Gala and other smaller fundraising events.
3. Work closely with SVT’s Communications Manager to:
   a. Develop and carry out a communications strategy that employs print, electronic, and social media platforms.
   b. Strengthen and market the brand to a broad diversity of the region’s residents.
4. Represent SVT in the community, including speaking publicly for the organization when needed.
Grant Seeking:
1. Coordinate SVT’s grant-seeking work, including supervising a volunteer grant researcher.
2. Take the lead in seeking grants that support SVT’s outreach and programming activities.

Volunteer Program Administration
1. Serve as SVT’s gatekeeper for volunteer inquiries and assignments.
2. Organize and lead SVT’s “Membership and Engagement” volunteers and interns.

Qualifications

1. At least 7 years of successful, results-oriented experience in a suite of nonprofit fundraising activities that includes at least 4 years of membership development and 3 years of staff management.
2. Demonstrated experience in effective development program planning, implementation, and evaluation.
3. A track record in researching and implementing best practices and testing and analyzing innovative approaches.
4. A team player and leader who inspires collaboration and provides clear, timely direction.
5. Excellent interpersonal and donor-relations skills.
6. Excellent written and oral communication skills.
7. Proficiency with CRM/Donation Management Databases, including strong analytics (Raiser’s Edge strongly preferred).
8. Proficiency with social media communications; experience with social media fundraising a plus.
9. Proficiency with the Microsoft Office suite.
10. Personal qualities of integrity, credibility, and a commitment to SVT’s mission.
11. Bachelor’s degree required.
12. Willingness to adjust work hours according to the needs of the organization and to occasionally work in a variety of terrains and weather.
13. Must embrace and participate in a small-office culture where everyone chips in to a great variety of tasks.
14. Must be willing to perform other duties as assigned.

To Apply:

- Please email resume, cover letter, and three references to HR@svtweb.org.
- Emailed submissions should include the subject line: “DDCE_[last name].”

No phone calls, please. The job will remain open until filled.

As an Equal Opportunity Employer, Sudbury Valley Trustees aims to create a thriving, inclusive workplace that values each member of our team and reflects and effectively serves the diverse communities of Boston’s metrowest region. SVT is committed to fairness and equity throughout our internal operations. Inclusion and diversity are priorities as we strengthen and continue to diversify our team and expand the constituency in all aspects of our work.

6/20/19