Position: Director of Development

Reports To: Executive Director

Updated: October 2022

Supervises: Development Assistant, Development Volunteers

The Mount Washington Observatory (MWOBS) has operated a weather station at the summit of the Northeast’s highest peak for ninety years. The Director of Development works with the Executive Director and Board of Trustees to sustain this historic organization and advance a culture of philanthropy at MWOBS.

Daily responsibilities include all activities related to fundraising, donor relations, and managing the Development Office. Remote and flexible time is encouraged for this position as responsibilities allow. Opportunities for professional development exist with this position as well.

The Director of Development works with the Executive Director and MWOBS’s Development Committee on annual planning and strategy for developing donor relationships, corporate sponsorships, and planned giving. The Director of Development will collaborate with the Director of Communications (and others) on marketing initiatives and special fundraising events.

Please send a cover letter, resume, and three references to Drew Bush at dbush@mountwashington.org by November 25 to be considered for this position. A complete description of job responsibilities can be found below.

The Director of Development shall have the following responsibilities:

**Plan:**
- Assess current development strategies and develop recommendations for their own work plan.
- Develop and oversee implementation of a multi-year rolling development plan. Collaborate with the Executive Director, Trustees, staff, and volunteers to assure execution of the plan and maintain outreach for development purposes.
- With the Executive Director and Board of Trustees Development Committee, formulate annual development goals for donations, corporate sponsorships, major donors, and planned giving. Monitor progress toward achievement of these goals.
- Review and develop gift acceptance, major donor, and other policies as needed with Board of Trustees Development Committee as appropriate.
- Identify additional partnerships, collaborations, and resources to aid in this work, including those that will further MWOBS’s work in the areas of diversity, equity, and inclusion.

**Supervise:**
- Manage the annual development plan so that consistent sources of revenue can be secured throughout the year and a broad base of support can be developed. Work in collaboration with the Director of Communications to execute development related annual mailings.
- Initiate, schedule, and direct the operations of the Development Department, including supervision of the Development Assistant and, in the future, a Development Coordinator and (with the Director of Finance) an Office Administrator.
- Work with the staff and Trustees to celebrate diversity and help to facilitate community opportunities and conversations around equity and inclusion.
Oversee development staff in the execution of our annual Seek the Peak gala fundraising event and help to process participant’s peer-to-peer contributions.

With Executive Director, develop annual Development Department budget and goals.

Cultivate:

- Build relationships for stewardship and cultivation of donors, including engaging Trustees in managing their own portfolio of donors.
- Work with the Executive Director to manage all special fundraising campaigns and events, with a focus on leveraging existing MWOBS programs for donor visits.
- Identify, research, and cultivate key donors and grantors, as well as individuals or groups representing donor or grantor potential. Develop major donor pipeline.
- Collaborate with Director of Communications to build a communications network that stimulates interest in the MWOBS. Lead development of letters, donor profiles, brochures, and/or materials that project the financial needs of MWOBS.
- Staff liaison to the Development Committee, working with chair of this committee to set meeting dates and agenda topics. Support committee work with bimonthly reports and annual summary of donations of different types.
- Participate in Board of Trustees meetings as needed.

Education and Experience
The Development Director shall possess a minimum of a Bachelor’s Degree and five years of progressively greater development experience in nonprofits. Experience with Bloomerang or other development software preferred.

Knowledge, Skills, and Abilities
- Excellent written and verbal communications skills.
- Record of high level of customer/member/donor care and relationship building.
- Proficiency in use of database software.
- Proficiency in MS Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Can manage and excel with multiple activities and priorities.
- Ability to work collaboratively, engaging staff and volunteers in development activities while advancing a culture of philanthropy throughout the organization.
- Detail-oriented, well organized, focused, and goal-oriented.
- Interested in advancing diversity, equity, and inclusion at MWOBS.
- Ability to maintain high level of confidentiality and adhere to the highest ethical standards.

Work Environment
This position will be based at the Mount Washington Observatory’s office in North Conway, NH with opportunities to work remotely or in setting your own hours. Some limited travel will be required at times, including to the summit of Mount Washington and for development events, visits to major donors, and other cultivation activities.

Benefits
This position qualifies for the standard benefits package for full-time employees. Current employee benefits include generous paid time off, health, vision, and dental insurance, short and long-term disability insurance, a retirement plan after six months of service, and complimentary gear from our sponsors and discounts on our retail items.

Hire/Fire Responsibility
This position has hire/fire responsibility.

Employment at Will
This job description does not constitute an employment agreement between MWOBS and employee and is subject to change as needs evolve through your work.