

Entry-Level Development Director

Position location: Rochester, New York

Council website: <https://senecawaterways.org/>

Position Overview

Under the leadership of the Seneca Waterways Council's Director of Development and CEO/Scout Executive, the Entry-Level Development Director will be responsible for supporting all aspects of the Council's donor solicitation program including annual and major gifts, foundations and grants, special fundraising events, and gift planning. Additionally, the Development Director will be responsible for strengthening the implementation of comprehensive stewardship strategies of donors at all levels. This position is an exciting and challenging opportunity for a highly motivated, energetic fundraising professional who is eager to participate in the evolution of the fundraising programs at the Seneca Waterways Council.

The Seneca Waterways Council serves more than 6,000 Scouts and volunteer leaders in five New York State counties, and hold its headquarters in Rochester, New York. The beautiful Finger Lakes Region is nearby to the South, with Ontario Lake and access to Canada to the North. Cities of Buffalo (to the West), Syracuse (to the East), and Elmira (to the South), offer a wide range of cultural opportunities and exciting outdoor adventures for anyone living in this part of Western New York.

Responsibilities

Key Functions / Functions / Principle Responsibilities:

- Works closely with the Director of Development and CEO/Scout Executive to pursue a coordinated and strategic program of cultivation, solicitation and stewardship of annual and major gift prospects and donors.
- Executes a series of annual fundraising events to successful completion.
- Recruit, train, inspire and staff volunteer committees of the fundraising events.
- Provides staff support to the Board of Directors for all development-related issues.
- Helps implements and strengthen existing, comprehensive annual giving strategy that includes personal solicitation, direct mail, and fundraising events management. This will include individuals in early-stage cultivation and/or with whom the Council has little to no relationship.
- Documents contacts and strategies through the prospect tracking module of the Blackbaud CRM, the in-house database for gift recording/reporting and all donor/prospect information.
- Adheres to the policies and procedures for accepting, recording, and acknowledging gifts.
- Participates fully as a Council team member, in-person, attending full staff meetings, professional development activities, and other staff meetings as appropriate.
- Supports strategic operating plans for the Council as directed by the Director of Development and CEO/Scout Executive; establishes coordinated goals and implements programs to meet goals, and development policies and priorities.
- Participates in Council events to cultivate relationships with donors, prospects, key volunteers, and all internal partners.
- Pursues professional growth activities with the approval and support of the Director of Development and CEO/Scout Executive.

Qualifications

Minimum Qualifications:

- Bachelor's degree;
 - An enthusiastic interest and eagerness to learn about fundraising;
 - Excellent written and oral communication skills; negotiation skills; and the ability to deal with complex concepts and ambiguity;
 - Commitment to collaboration. The ability to work well both independently and collectively with other team members and in managing multiple projects and priorities;
 - Technical/digital competence, including data analytics and report generation;
 - Excellent and mature judgment;
 - Possess interpersonal skills, including the ability to listen and interact effectively with donors and high-level volunteers;
 - Ability to travel up to 50% of the time, including local and regional visits, and work evenings and occasional weekends.
 - Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law. A Scouting background is helpful but not required.
 - Offers for employment are subject to criminal, reference, and motor vehicle background checks.
 - Willingness to work in-person in an office environment, with a team of development colleagues.
- This position is not remote optional.**

Preferred Qualifications:

- Bachelor's degree;
- Preliminary work experience in fundraising;
- Some experience in engaging volunteers in events to support a group or organization.

Benefits

The Seneca Waterways Council is an equal opportunity employer. In addition to offering a entry-level competitive salary (\$58,500), the position offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, accidental death, a defined contribution retirement plan, plus compensation for authorized and approved business-related expenses including mileage reimbursement. We also offer a generous vacation policy and ten holiday observances.

How to apply: Interested candidates must submit a Cover Letter and Resume to Office Manager Tiffany Drum by email Tiffany.Drum@scouting.org. Only the most qualified candidates will be contacted.