



## **Director of Development, Ocmulgee National Park and Preserve Initiative**

### **Job Description and Responsibilities:**

- Formalize and execute a multi-faceted, non-profit fundraising model for the Ocmulgee National Park and Preserve Initiative, of which 60 to 70 percent of the programming focus will be on funding for the conservation of the middle Georgia landscape around the Ocmulgee Corridor
- Maintain administrative and organizational finance duties in coordination with and under the direction of the Executive Director, Treasurer, and Executive Committee of the Board of Directors
- Write and create content for grant applications and potential donors
- Collect, organize, and maintain a complete and accurate database record of donors and funding received. Establishes tracking tools and monitors
- Utilize the Ocmulgee National Park and Preserve Initiative's lists and social media audience to develop regular fundraising communication to subscribers and followers
- Identify conservation related grant opportunities from the state and federal governments and manage the application process for identified grant opportunities
- Collaborate with local, state, national and tribal partners on conservation related grant applications
- Develop regular finance and fundraising reports for potential and current funders and board of directors

### **Preferred Qualifications**

- Postsecondary degree and/or at least 5 years of professional experience in non-profit fundraising



- General understanding of the civic foundations local to middle Georgia and conservation foundations both state and nationally.
- Demonstrated ability to communicate effectively with different groups/individuals/donors.
- General understanding of the conservation and ecological landscape of middle Georgia
- General understanding of and experience with federal grant application processes
- General understanding of partnerships between non-tribal governments and communities and federally recognized tribal entities
- General understanding of the National Park Service, United States Fish and Wildlife Service, Georgia Department of Natural Resources as well as local, state, federal appropriation processes.