



## **Associate Director of Development, Grants and Donor Relations Irvine Nature Center**

Irvine Nature Center, the largest independent nonprofit environmental education center in the greater Baltimore seeks a highly qualified **Associate Director of Development** to serve as an integral part of the development and fundraising team. The Associate Director of Development is responsible for managing solicitation strategies to engage constituents and increase annual giving. This position will oversee direct management, solicitation, stewardship and prospecting of Irvine's grants and foundations portfolio. Funds raised support environmental education and conservation. The ideal candidate is a strong writer and experienced fundraising professional able to cultivate relationships with stakeholders while broadening the base of supporters and revenue streams. This full-time salaried position reports directly to the Director of Development.

### **Principle Accountabilities:**

#### **Manage Giving Strategies for Irvine's Annual Fund**

- Work with Director of Development to determine goals and solicitation strategies
- Identify, manage and solicit gifts from a portfolio of 100-125 gift prospects
- Manage a variety of annual giving strategies including grants and foundations, corporate sponsorship, individual giving and appeals
- Assist with planning, managing and attending annual development events
- Research and develop new potential funders and funding sources
- Attend development committee meetings and collaborate with Irvine Trustees and Development Committee members to generate revenue

#### **Oversee Grants and Foundations**

- Work closely with the Director of Development to manage a \$500,000 grant and foundation portfolio
- Research and develop new grant and foundation opportunities to increase annual support
- Manage deadlines for submissions, impact reports and required actions by funder
- Write grant requests, letters of interest and materials that meet funder requirements
- Ensure accuracy of grant submission language and formatting prior to submission
- Oversee the management of grant deliverables, budget and activation timeline
- Collaborate with the education department to deliver inspiring narrative and accurate impact reports
- Remain informed about programs, events and happenings at Irvine to write authentically

#### **Administration and Communication:**

- Collaborate with Director of Development and Director of Marketing and Communications to write narrative for the annual report, monthly appeals and other content as needed
- Record weekly donor actions and moves management in Raiser's Edge
- Provide support during key events and programs throughout the year
- Collaborate with department heads to attend programs and volunteer opportunities
- Assist with other duties as assigned

## Qualifications and Requirements

- Bachelor's degree or equivalent knowledge, skills, experience, and abilities in a related field are required; advanced studies highly valued.
- Minimum of three to five years of fundraising experience with demonstrated success as an individual performer in a fundraising capacity within a nonprofit organization.
- Proven success in grants and foundations funding and management.
- Experience cultivating new donors, sponsors and foundations.
- Self-motivated individual with the ability to work effectively as part of a team, instilling confidence and trust among fellow staff and external constituents.
- Good judgment to make decisions in the absence of specific directions.
- Exceptional organizational and time management skills, with an ability to prioritize and manage multiple projects simultaneously, seeing projects to completion on deadline and with quality.
- Enthusiasm, poise, professionalism, flexibility, a sense of humor, and a positive attitude.
- Superior writing skills, including the ability to craft, proofread, and edit persuasive content.
- Excellent interpersonal skills, with demonstrated ability to listen well, reflect understanding back to the communicator.
- High ethical standards, discretion, and confidentiality in working with donor information.
- Proficiency with Microsoft Office suite required. Advanced understanding of Excel and knowledge of Blackbaud strongly preferred. Savvy in working with data to improve processes and outcomes required.
- Must possess a passion for the organization's mission.
- Must possess the ability to relate to diverse communities.
- Commitment to lifelong learning and professional development.

**Salary:** \$68,000-\$73,000 Annually

**To Apply:** Please send cover letter and resume to the attention of HR, Irvine Nature Center, 11201 Garrison Forest Road, Owings Mills, MD 21117 or email [HR@ExploreNature.org](mailto:HR@ExploreNature.org)

Please note: Employment is contingent upon completing and passing a criminal background check

Irvine is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by federal state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## ABOUT IRVINE NATURE CENTER

Located in Owings Mills, Maryland, Irvine Nature Center is the largest independent nonprofit environmental education center in the greater Baltimore region. Our mission is to encourage lifelong engagement with the natural world through environmental learning and green living. At Irvine, we inspire people to explore, respect and protect nature.

Founded in 1975 by Olivia Irvine Dodge, Irvine was originally located on the campus of St. Timothy's School in Stevenson, but its programs were so popular that it eventually outgrew the rented facilities. In June 2008, Irvine moved to 116 ecologically diverse acres in the Caves Valley donated to us by the State of Maryland. In October 2015, a very generous gift from a local philanthropist enabled us to acquire an adjacent property that brings our total footprint to nearly 210 acres. After laying out trails, mowing paths, building boardwalks, and installing directional signs, Irvine opened the property to the public on June 23, 2018.

Our 211-acre property is rich in wetlands, forests, and meadows, making it ideal for our environmental education programs and a treasured resource in a region that is becoming increasingly urban. Our campus includes a 17,200-square-foot visitor center with interactive exhibits, educational gardens, an Outdoor Classroom, a Native American site, an aviary currently housing five raptors, a 66-acre restored wetlands, and 7.5 miles of trails, all surrounded by nearly 1,400 acres of protected land. Irvine's trails and exhibit hall are open to the public year-round, Tuesday-Sunday.

We offer more than 800 environmental education opportunities each year, including school field trips, outreach to schools and the community, after-school programs, summer nature camp, Scout programs, volunteer naturalist training, a native plant seminar, and countless lectures, workshops, and special events. We also are a popular location for nature-themed weddings and birthday parties. Our popular Nature Preschool has spawned other early childhood education programs that have grown substantially over the past three years.

This wide range of programs and services has enabled us to diversify our funding and ensure our financial sustainability. FY 2023 income was generated by education programs (29%), philanthropy (53%), special events (10%) and investments (8%). Irvine has received a 4-star rating from Charity Navigator.

Irvine is led by a Board of Trustees composed of individuals with expertise in law, business, marketing, higher education, the environment and energy sectors, philanthropy, and the non-profit community, as well as representatives from local garden clubs, volunteers, and parents. To find out more about Irvine Nature Center, please visit our website at [www.ExploreNature.org](http://www.ExploreNature.org)

**To apply:** Please send your resume, cover letter and three references to [HR@ExploreNature.org](mailto:HR@ExploreNature.org)

Please note: Employment is contingent upon completing and passing a criminal background check and fingerprinting.

Irvine is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by federal state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.