



### **Position: Development Manager (Part-Time)**

#### **General Description:**

Save the Dunes Conservation Fund, Inc. (Save the Dunes) is a non-profit conservation organization located in Michigan City, Indiana and serving the three counties of Northwest Indiana. Our mission and 70-year origin is to protect and advocate for the Indiana dunes, Lake Michigan, and the surrounding natural areas. Much of the organization's work is focused on our two dunes parks –the Indiana Dunes National Park and the Indiana Dunes State Park. While these parks are technically protected in perpetuity due to their federal and state designations, there are countless stressors, threats, and planning issues that require further vigilance. Save the Dunes works tirelessly to address these ever-changing challenges through our project work in the areas of Conservation, Advocacy, and Community Engagement.

The Development Manager serves as the organization's point person for fundraising. The Development Manager works closely with the Executive Director to develop and execute a variety of fundraising strategies to grow Save the Dunes' financial resources. This role involves organizing both large and small-scale fundraising initiatives, managing our donor management system, building relationships with donors and volunteers, grant-writing, and more. Overall, the ability to multi-task and connect with people are valuable qualities in which the Development Manager must possess. This position is considered Part-Time with an estimated 25 hours per week, not to exceed 30 hours a week.

#### **Responsibilities:**

- Planning and evaluating fundraising campaigns and activities;
- Working closely with the Executive Director and Fundraising Committee to implement fundraising activities;
- Managing the organization's fundraising budget;
- Identifying and stewarding prospective donors;
- Managing and implementing Save the Dunes' Business & Corporate Partners Program;
- Staying apprised of fundraising trends and the nonprofit community;
- Communicating with donors and staff via email, phone or social media;
- Developing, in conjunction with staff, a monthly eNewsletter and eblasts as needed;
- Identifying and writing grants as assigned;
- Answering donor and staff inquiries in a timely fashion;
- Using prospect research tools and your donor database to build donor relationships;
- Creating solicitation materials for the fundraising committee;
- Maintaining an updated roster of all Save the Dunes members and record of giving using database software;
- Attending meetings and work events to further develop relationships;
- Preparing reports at the request of the Executive Director and Board of Directors;
- Other duties as assigned by the Executive Director.

#### **Education and Experience:**

- Bachelor's Degree or equivalent experience preferred in non-profit, business, or related field
- 3+ years lived or worked experience in fundraising preferred
- Preference for residents of Northwest Indiana or willingness to relocate to the area

**Knowledge, Skills, and Abilities:**

- Proficient in computer software (Microsoft Word, Excel) and basic Mac skills
- Database Management experience is strongly preferred
- Excellent written and verbal communication skills
- Strong organizational and interpersonal communication skills
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Time management and flexibility with job duties
- Creative, self-starter attitude
- Donor and volunteer service mentality
- Experience in platforms such as Canva, Facebook, and Eventbrite are strongly preferred

**Working Conditions and Physical Demands:**

- This position is Part-Time, 25 hours per week
- Ability to work primarily at a computer
- Typically, hours will be worked within our normal business hours: Monday-Friday, 9:00am-5:00pm CST
- Flextime is available once training is complete and with the approval of the Executive Director
- Occasional evening and weekend work will be required
- Hybrid work model available with the option to partially work from home once training is complete
- Work may involve exposure to outdoor elements, carrying equipment (30 lbs), walking long distances, standing for long periods, and moving in varied outdoor terrain. Accommodations can be made
- Ascends and descends stairs daily

**Additional Requirements:**

- Access to a vehicle or reliable transportation. Valid Driver's license with good driving record is desirable
- Proof of vaccination for COVID-19 is required
- Save the Dunes participates in the E-Verify Program, an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States
- In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Save the Dunes will be based on merit, qualifications, and abilities. Save the Dunes does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.

**Compensation and Benefits:**

- Hourly rate of \$20.00-\$25.00 to commensurate with experience and qualifications
- Retirement benefits available after two years of employment

*Save the Dunes is committed to an environment that is inclusive and welcoming. We celebrate the diverse qualities, perspectives, values, and experiences of all people, and endeavor to be supportive and accommodating to all applicants. The more inclusive we are, the better our work will be.*

Email resume and cover letter no later than March 10 at 11:59pm Central Time to [Office@savedunes.org](mailto:Office@savedunes.org). Please use the subject line "Development Manager Application".