



Position: Deputy Director (Development & Operations)

General Description:

Save the Dunes Conservation Fund, Inc. (Save the Dunes) is a non-profit conservation organization located in Michigan City, Indiana, serving the three counties of Northwest Indiana. For more than 70 years, Save the Dunes has protected and advocated for the Indiana dunes, Lake Michigan, and surrounding natural areas. As the nonprofit partner of Indiana Dunes National Park, our work spans Conservation, Advocacy, and Community Engagement to address ongoing and emerging threats to these globally significant landscapes.

The Deputy Director (Development & Operations) is a senior leadership position with primary responsibility for advancing Save the Dunes' fundraising efforts, with a particular focus on leading a major capital campaign in close collaboration with the Development Director and Executive Director. This role also supports fundraising for ongoing operations, assists with organizational management, and provides project oversight for key initiatives, including a new construction project at Indiana Dunes National Park and private event rentals at Save the Dunes. The Deputy Director serves as a strategic partner to the Executive Director and helps ensure strong internal systems, cross-department coordination, and organizational effectiveness.

This position is full-time and plays a critical role in strengthening the organization's financial sustainability and operational capacity.

Primary Responsibilities:

Fundraising & Capital Campaign Leadership

- Oversee and manage development team which consists currently of a part-time Development Director.
- Work closely with the Development Director and Executive Director to plan and execute a comprehensive capital campaign in support of Indiana Dunes National Park priorities.
- Manage a portfolio of major and leadership-level donors, including cultivation, solicitation, and stewardship.
- Develop fundraising strategies for annual and ongoing operational needs, including individual giving, membership, corporate support, events, and special initiatives.
- Assist with the development of campaign materials, proposals, and donor communications.
- Partner with board members, volunteers, and campaign leadership to advance fundraising goals.
- Track progress toward fundraising goals and prepare reports for leadership and the Board of Directors.

Organizational & Operational Support

- Assist the Executive Director with day-to-day organizational management and internal operations.
- Support cross-department coordination to ensure fundraising efforts align with programmatic and advocacy priorities.
- Help develop systems, processes, and timelines that improve efficiency and accountability across the organization.
- Represent Save the Dunes in meetings with partners, funders, and community stakeholders as needed.

Project Management & Earned Revenue Development

- Provide project management support for construction projects at Indiana Dunes National Park, coordinating with partners, consultants, and internal staff.
- Lead the planning and development of private event rental opportunities at Save the Dunes, including pricing, policies, logistics, and marketing coordination.



- Monitor timelines, budgets, and deliverables for assigned projects and initiatives.

Additional Duties

- Attend meetings, events, and donor engagements, including occasional evenings and weekends.
- Prepare reports and presentations at the request of the Executive Director and Board of Directors.
- Support revenue goals pertaining to merchandise and national park pass sales
- Perform other duties as assigned to support organizational goals.

Education and Experience:

- Bachelor's degree required; advanced degree preferred, or equivalent combination of education and experience.
- 5+ years of progressively responsible experience in nonprofit fundraising, development, or related leadership roles.
- Demonstrated experience with major gifts and/or capital campaigns strongly preferred.
- Project management experience required; experience with capital or construction projects is a plus.
- Preference for residents of Northwest Indiana and Chicagoland or willingness to relocate to the area.

Knowledge, Skills, and Abilities:

- Strong fundraising strategy, donor relations, and relationship-building skills.
- Excellent written and verbal communication skills.
- High level of organizational skill, attention to detail, and ability to manage multiple priorities.
- Ability to work independently and collaboratively as part of a senior leadership team.
- Experience with donor databases, CRM systems, and Microsoft Office applications.
- Strategic thinker with a collaborative, solutions-oriented approach.
- Comfort representing the organization with high-level donors, partners, and community leaders.

Working Conditions and Physical Demands:

- This position is full-time.
- Typical work hours are Monday–Friday, 9:00am–5:00pm CST, with flexibility as needed.
- Occasional evening and weekend work required for events and donor engagements.
- Hybrid work model that includes a flexible mix of in-office, remote, and field-based work.
- Work may involve outdoor activities, walking long distances, standing for extended periods, carrying equipment (up to 30 lbs), and navigating varied terrain. Reasonable accommodations can be made.

Additional Requirements:

- Access to a vehicle or reliable transportation; valid driver's license with a good driving record preferred.
- Employment is contingent upon successful completion of a background check and verification of employment eligibility through the E-Verify Program.
- Save the Dunes is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.

Compensation and Benefits:

- Salary +/- \$70,000 commensurate with experience and qualifications.
- Benefits package includes paid time off and retirement benefits (details provided during hiring process).



Save the Dunes is committed to providing equal employment and advancement opportunities to all. Employment decisions are based on merit, qualifications, and abilities. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, or any other characteristic protected by law. We value diversity and encourage people from all backgrounds to apply.

Email resume and cover letter no later than Monday, April 6, 2026 at 11:59pm Central Time to Office@savedunes.org. Please use the subject line "Deputy Director Application".