



Position Title: Development Manager

Reporting to: Director of Development & Community Engagement

Supervises: Donor Relations Administrator

Mission of Position: The Development Manager’s role is to manage all aspects of donor cultivation and stewardship, including prospect identification, maintaining relationships through regular outreach, and managing fundraising appeals (1-3 annually). The Development Manager will also be responsible for assisting the Director of Development & Community Engagement in preparing for, and periodically attending, major donor meetings.

This role is also responsible for all aspects of planning and executing fundraising events with personalized, on-trend details and exacting execution -- ranging from an annual fundraising benefit to smaller donor cultivation and recognition events, site tours, and other program-related events. For larger events, the Development Manager will engage and manage the work of a special events consultant.

HHFT is a fast-paced, friendly and hard-working environment. This role will require the ability to balance multiple special events and appeals in various planning stages at any given time. The Development Manager will need to be methodical, thorough, resourceful, detail-oriented, creative, and a team player with great interpersonal skills.

Qualifications: Bachelor’s Degree or equivalent of 5-10 years’ previous fundraising experience or equivalent. Must be able to appropriately handle confidential information, possess outstanding attention to detail, and excellent written and verbal communications skills. The successful candidate will be an “out-of-the-box” thinker, be at ease closely interacting with HHFT’s board of directors and major donors, have a passion for the Fjord Trail project and environmental issues, and stay current with trends for events, gifts, promotion, and technology associated with event and donor cultivation. Experience with fundraising database software is a must; experience with Salesforce Non-Profit Cloud CRM is preferred.

Principle Responsibilities include:

The Development Manager will be expected to work independently (and/or collaboratively when warranted) to accomplish the following—with the understanding that he/she/they can and should seek guidance from the Director of Development & Community Engagement on planning and implementation:

Fundraising:

- In collaboration with the Director of Development & Community Engagement, prepare and implement fundraising plans for annual operations, reserves/endowment, and special campaigns.
- Works with donors on a local, regional, and sometimes national level, cultivating new prospects and sustaining the organization's existing base of support.
- Assist with all strategic initiatives to identify, cultivate, solicit, and maintain positive relationships with major donors and foundations, as well as identify and bring in new donor prospects, sustain grassroots members, and increase overall contributions.
- Support the public funding and foundation grant portfolio for the capital project.
- Oversee annual appeals and online and social media fundraising campaigns, in coordination with Communications team.
- Manage donor acknowledgement process and rigorously maintain donor records in CRM.
- Oversee contractors and consultants engaged to advance development goals.
- Source, order and distribute special momentos for board of directors, major donors, and others.

Special Events:

- Schedule, plan and implement all events in coordination with other HHFT staff and in service of organizational goals and objectives.
- Work with the Park and Community Relations staff in formulating and assembling special on land events such as ground-breakings and ribbon-cuttings.
- Work with the Communications team on press events and speaking engagements.
- Establish and maintain guests/ mailing lists for events and track donor participation, coordinate follow up
- Work with Communications team to design and coordinate printing and mailing of invitations and coordinating pieces.
- Staff special events and appearances (a shared responsibility of all staff) which may fall on weekends and evenings.
- Annual Events:
 - Annual Benefit event
 - Donor recognition event

- Board and Design Council Meetings and Outings (1-3)
- Community Day event (in collaboration with the Visitor & Community Relations Manager)
- Volunteer recognition event (in collaboration with the Visitor & Community Relations Manager)
- Perform other related duties as assigned by the Director of Development & Community Engagement.

Compensation: This position is full-time with a salary range of \$75k-\$84k and competitive benefits package.

Background: The Hudson Highlands Fjord Trail will be a new 7.5-mile riverfront linear park in the Highlands region of the Hudson River Valley. Set to begin construction later this year, this job is an opportunity to join the growing team that will ultimately build, manage, and program the new park. The park, in its design and future programming, will emphasize accessibility to a variety of outdoor experiences for all ages and abilities to enjoy – from rugged hikes to shoreline promenades to immersive forest and marsh meanders. Hudson Highlands Fjord Trail, Inc. is an independently managed subsidiary non-profit of Scenic Hudson, Inc. HHFT offices are in Beacon, NY and the staff maintains a hybrid in-office/remote schedule.

Contact: Please send cover letter, resume and brief writing sample to: jobs@scenichudson.org. Further information can be found on our website: www.hhft.org. No phone calls please.

HHFT and Scenic Hudson define Environmental Justice as the fair treatment and meaningful involvement of people regardless of their ability, culture, education, gender, heritage, income, or race in efforts, decisions, and actions that impact their environment, health and livelihoods.

HHFT and Scenic Hudson are Equal Opportunity Employer promoting and celebrating excellence and cultural diversity. We are committed to advancing diversity, equity, representation, and inclusion, and strive to serve all people in the Hudson Valley by evaluating all our projects, strategic initiatives, and outcomes through that lens.