



## ORGANIZATION FOR TROPICAL STUDIES DIRECTOR OF DEVELOPMENT

### **Summary of the position**

The Organization for Tropical Studies is seeking an experienced Director of Development who will be responsible for developing, implementing, and managing all aspects of the fundraising strategy necessary to support OTS' mission. This includes annual unrestricted and restricted support, targeted fundraising to advance the recently completed Strategic Plan, and the identification and engagement of new prospective donors at the highest levels.

The Director of Development reports to the President/Chief Executive Officer and works closely with other departments, particularly Finance, Marketing and Communications, Strategic Engagement, and Academics, among others. The Director of Development will also interact periodically with the Board of Directors. (S)he is a key member of the organization's Leadership Team.

### **Responsibilities**

#### *Strategic Vision*

- Provide leadership in aligning development support for implementation of new OTS Strategic Plan, working closely with the President/CEO, Board of Directors, Leadership Team, and staff.
- Plan, implement, and lead a comprehensive fundraising program that secures financial resources to support OTS' research, education, and community outreach programs.

#### *Fundraising*

- Serve as a dynamic ambassador for the organization, both internally and externally, capable of inspiring support to diversify and grow fundraising efforts from a variety of stakeholders, ranging from dedicated OTS supporters, alumni, and station visitors, to foundations, corporate prospects, governments, and venture philanthropists.
- Develop and implement a data-driven fundraising plan that will increase funding for annual operational (unrestricted) and programmatic (restricted) needs as well as support the implementation of the Strategic Plan.
- Maintain, manage, and raise funds from major gift donors and prospects.
- Carry out proactive donor cultivation and stewardship planning and execution.
- Professionally present the organization's mission, programs, projects, and goals through effective storytelling verbally, visually, and in writing to prospective donors.
- Communicate effectively with donors through extensive face-to-face solicitation and stewardship meetings, as well as through ongoing and tactical written and e-communication strategies to connect the organizational mission and results to investors' philanthropic goals and ambitions.
- Work closely with the Communications and Marketing team to develop a comprehensive development-focused communications strategy to maximize opportunities for fundraising and stewardship through all messaging media and descriptive materials.
- Build the planned giving program with a focus on deferred gifts such as bequests
- Oversee the planning and support the execution of targeted donor events and public appearances.



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## *Management*

- Develop systems and manage resources needed to carry out fundraising plans and activities, using industry best practices, including ensuring compliance with gift-related policies and procedures.
- Ensure that OTS fundraising activities meet ethical fundraising standards and are conducted with confidentiality and respect for prospects and donors.
- Coordinate fundraising activities with all areas of the organization, as well as with governmental and nongovernmental agency partners.
- Manage fundraising team budget with an eye on maximizing return on investment.
- Participate in OTS Board meetings as required and support the activities of the Advancement Committee of the Board to establish strategies to identify potential growth areas for philanthropic support.

## *Leadership*

- Provide leadership and advise President/CEO, Leadership Team, Academics staff, and others on fundraising activities.
- Supervise, coach, support, and direct the fundraising team and their activities to meet strategic and annual fundraising goals as well as deliver on individual fundraising goals and metrics.
- Comply with the policies, procedures, and regulations of the organization.

## **Skills and Abilities**

- Ability to work in a dynamic environment with geographically dispersed operations and a multidisciplinary, multicultural, and multinational staff
- Proven ability to envision and articulate a clear direction, formulate new development strategies, and inspire others to generate and implement innovative fundraising ideas that support the organization's Strategic Plan
- Fluency in spoken English; excellent writing skills in English. Fluency in spoken and written Spanish is a plus
- Proficiency in MS Office and donor management software platforms (Experience with Bloomerang is a plus)
- Strong, relationship-focused leadership skills to build consensus and manage cross-functional teams
- Strategic-minded and highly organized

## **Requirements**

- Bachelor's degree is required, advanced degree is an advantage
- A minimum of 3 years' experience in a senior leadership role in fundraising/philanthropy in a nonprofit, educational, or public service environment; experience in international fundraising is desirable
- Expertise in the development and implementation of strategies to secure corporate, foundation, and government grants



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- Proven track record of securing significant gifts (\$100,000 and above) from high-net-worth individual donors and of meeting and exceeding fundraising goals in a mission-driven organization
- Experience responding effectively to shifting and evolving fundraising priorities
- Knowledge of nonprofit financial management, as well as project and budget analysis and evaluation
- An understanding of natural sciences and environmental issues sufficient to comprehend and communicate information on OTS programs, projects, and activities to generate excitement among diverse audiences

## Employment Conditions

The preferred location for this position is in Durham, NC, with an expectation of significant travel throughout the United States, Costa Rica, and South Africa. A hybrid work schedule will be considered. Employee must be willing to work outside of normal business hours when needed to accommodate meetings involving participants from multiple time zones. Salary and benefits will be negotiated according to the qualifications of the candidate.

## To apply

Those interested should send the following information via e-mail to [jobs@tropicalstudies.org](mailto:jobs@tropicalstudies.org). We kindly ask you to send all necessary documents in a single PDF file including "Director of Development" in the email subject line.

- Current resume
- A letter of interest in English (2 pages maximum), describing your interest in the position and skills according to the minimum requirements outlined above. *Applications received without a cover letter will not be considered.*
- Names and contact information for three professional references who will speak to your experience in the development sector.

## Deadline to apply

Applications accepted on a rolling basis until the position is filled.