



7117 South Jackson Rd  
Jackson, MI 49201  
517-782-3453  
[www.dahlemcenter.org](http://www.dahlemcenter.org)

## **Development Specialist**

### **Job Description**

**Position:** Development Specialist

**Status:** Hourly, Full Time

**Reports to:** Executive Director

**Schedule:** Monday – Friday, with evenings and weekends as required

**Compensation:** \$21.00 per hour, plus benefits

**Date Posted:** Aug. 28, 2023

**Application Deadline:** We will start scheduling interviews in early October 2023; position open until filled.

### Summary

The mission of the Dahlem Conservancy is to provide environmental education and outdoor experiences to the residents of South-central Michigan. Dahlem will be the one word that communicates excellent environmental education, brilliant nature center experiences, and sustainable ecology farm growth.

Dahlem's Development Specialist is responsible for fund development efforts including fundraising and engagement events, donor relations, grant writing, sponsor solicitation and data collection in support of Dahlem's mission. Additionally, the Development Specialist plans and coordinates marketing and promotional strategies as well as recruitment and engagement of our members and volunteers.

### Primary Job Responsibilities

#### **Fund development and engagement events**

- Plan and coordinate annual benefit fundraising events.
- Coordinate the annual year end ask program, including mailings and annual fundraising drives.
- Coordinate fundraising campaigns including updating donor lists, editing, printing, mailing, and managing project tasks timeline.
- Identify prospective donors, and coordinate growing major gifts and planned giving programs.
- Solicit major sponsors for events and programs.
- Identify grant opportunities and write grant applications for increased fund sources. Prepare and submit grant reports.
- Coordinate all arrangements for fundraising and engagement events including site location, AV needs, menu, seating arrangements, etc.

- Coordinate the follow-up and cultivation of event attendees.
- Collect data, metrics, and outcomes and maintain the Bloomerang fundraising database system and develop internal reports.
- Propose and evaluate potential fundraising campaigns and activities.
- Coordinate and establish effective communications with prospective donors and supporters.
- Produce solicitation materials and train volunteer solicitors for fundraising campaigns.
- In cooperation with the Executive Director, coordinate any capital campaign that Dahlem has entered into.
- Stay on top of advancements and changes that are pertinent to raising money within the community and to the organization's mission and programs.

### **Marketing and promotion**

- Create and implement marketing strategies, brand promotion and outreach efforts to build visibility of Dahlem events and programs and strengthen awareness in the surrounding communities.
- Coordinate events at Dahlem and within the surrounding communities to build awareness of our programs and services and engage with community members.
- Attend outreach events to share information about the Dahlem Conservancy with the community and promote our programs and services.
- Create publications to support Dahlem's fundraising and outreach efforts.
- Write content for Dahlem's printed materials, email, newsletters, website and social media.

### **Member and volunteer recruitment and engagement**

- Coordinate recruitment, retention and promotion of Dahlem membership.
- Coordinate regular communication and outreach to members.
- Develop and maintain a volunteer database to track volunteer hours and activities.
- Lead volunteer recruitment efforts and serve as the main point of contact for new volunteers.
- Coordinate communication with volunteers and volunteer participation in major events and work days.
- Coordinate volunteer acknowledgement and ensure recognition of veteran volunteers, large groups, and corporate volunteers.

### **Other duties**

- Participate and assist with all major events, workdays and other programs as directed.
- Prepare and present regular reports as directed by the Executive Director.
- Assist with customer service as needed.
- Other duties as assigned.

### **Qualifications:**

- A bachelor's degree in business management, marketing, communications, social science, community engagement or related field is required. Degrees in other fields of study may be considered depending on marketing, communications, engagement or related work experience.
- A minimum of 1 year experience in fundraising in a nonprofit organization.
- Knowledge and experience in fundraising techniques.
- Experience in marketing and outreach methods.
- Experience in event and volunteer coordination.

- Experience with grant writing and reporting.
- Strong interpersonal skills.
- Strong verbal and written communication skills.
- Must be able to work and thrive in a team orientated environment.
- Proficient with Microsoft Office and customer/donor management systems.
- Possess the skills to work with and motivate staff, board members and volunteers.
- Be goal driven to initiate donor contacts and fundraising calls.
- Strong organizational skills and attention to detail.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Must embrace the mission of the Dahlem Conservancy.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties for this position are typically completed in an office setting. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually light to moderate.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required and shall not be construed as declaring the specific duties and responsibilities. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

## How to apply

Send your cover letter, resume, and at least three professional references via email to Hannah Schauer, Executive Director, at [hschauer@dahlemcenter.org](mailto:hschauer@dahlemcenter.org), or by mail to:

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