

## **Job Description Director of Advancement**

### **Organization Overview**

Capital Trees strives to grow a greener, more livable Richmond by building, managing, and advocating for public landscapes that foster community, environmental stability, economic investment, transformation of neglected spaces, and healthier lifestyles. (<https://capitaltrees.org/>). We value diversity and inclusivity and believe everyone in our community should have access to healthy, vibrant, beautiful, and safe public greenspaces. While we still have much work to do we have made great strides putting these values into action with: Recruiting a diverse Board of Trustees to better reflect the communities we serve, expanding community engagement efforts in neighborhoods we hope or plan to work with to create or improve access to community greenspace, prioritizing projects in underserved neighborhoods.

**Job Title:** Director of Advancement/Part-time (28 hours)

**Job Summary:** The Director of Advancement is responsible for planning and administration of the comprehensive fundraising programs of Capital Trees. The Director of Advancement provides oversight and coordination of all fundraising activities and special events. The Director of Advancement reports to the Executive Director.

### **Advancement**

- Design and execute advancement/fundraising strategies to meet budgeted revenue goals, including foundation, corporate, government and individual giving in support of the organization's mission with a focus on donor stewardship, engagement, and prospecting.
- Build a stewardship program for donors in collaboration with the Advancement Committee and Executive Director.
- Connect with, pursue and engage new donors, including corporate, foundation, and business leaders.
- Work with the Executive Director, Finance Committee, and others to create an annual revenue budget.
- Present to the Advancement Committee on progress, opportunities, and challenges.
- Manage and nurture Advisory Council to engage, steward, and encourage support of Capital Trees and its mission.
- Oversee grants program including submissions of applications and reports to funders.
- Develops annual fundraising events - engaging staff, Trustees, volunteers, and Advisory Council in planning.

**Administrative**

- Serve as the administrator of Capital Trees advancement program
- Ensures accuracy and usefulness of donor and prospect records
- Develop policy and procedures related to gift acceptance, gift accounting, gift reporting, donor database management, etc.
- Develop a planned giving program.
- Attend Capital Trees Advancement Committee meetings
- Attend Capital Trees Advisory Council meetings and plan programming for Advisory Council to build engagement
- Attend Board of Trustees meetings at the request of the Executive Director
- Prepare advancement budget in conjunction with staff, and Finance and Advancement Committees.
- Maintain confidentiality of all donor records and only share with authorized individuals.

**Reports to:** Executive Director

**Other Duties:**

Performs other job-related duties as assigned by Executive Director

**Skills:**

Ability to engage, lead and inspire key stakeholders, including Board of Trustees, donors, community, corporate, and business leaders to learn about and support Capital Trees' mission and work.

Creativity, a spirit of innovation, confident, collaborative leadership style and a passion for mission-driven work.

Ability to be strategic with donor and stakeholder data and to utilize that data for strategic plans of action.

Excellent organizational skills. Ability to multi-task and manage time effectively. Ability to prioritize and work in a deadline driven environment is a plus.

Knowledge of Richmond region community and philanthropic landscape.

Willingness to learn and explore out of the box opportunities and challenges.

3 years plus experience in a similar field, leadership position and knowledge of non-profit organizations preferred.

Proficient in or able to pick up quickly: Microsoft Office 360, Google Business Suite, Little Green Light, MailChimp, WordPress, or similar.

**Education & Experience:**

Bachelor's degree preferred or 2 - 5 years experience in similar positions.

**Physical/Environmental Conditions:**

Capital Trees is an urban greening organization whose programming takes place in the public landscapes they develop, manage, and program. Persons working for Capital Trees must be able to complete functions in outdoor settings year round, lifting up to 50 lbs, including setting up for events.

This position is expected to work an average of 28 hours a week which includes some evenings and weekends.

Office hours are generally 9am-5pm Monday-Friday.

Currently, Capital Trees is using a hybrid work model; our office is located in Downtown Richmond, VA.

**Benefits:** Paid leave including all City Richmond holidays.

**Salary:** starting at \$40,000, commensurate with experience

Send resumes/letters of application to:

Attn: Director of Development, [info@capitaltrees.org](mailto:info@capitaltrees.org)

Applications will be reviewed starting, November 1, 2023