**Opening**

**Director of Development**

with Friends of Nevada Wilderness

**Location:** Northern Nevada Office strongly preferred, with some travel throughout the state  
**Schedule:** Flexible 25-40 hours per week with some evening and weekend work  
**Deadline to Apply:** Open Until Filled

Friends of Nevada Wilderness seeks candidates for the position of Director of Development (Director). Friends of Nevada Wilderness is a statewide conservation non-profit founded in 1984. Friends’ mission is to protect all present and potential wilderness from ongoing threats, educate the public about the values of and need for wilderness, and improve the management and restoration of wild lands. Friends has an annual budget of around $1.3 million. This position may be structured as a traditional employee or a contract.

**Main Duties**

- This position will entail implementing and managing a comprehensive development program focused on growing a base of foundation, corporate and individual support, including overseeing a growing membership program. The Director will also be responsible for managing an on-line giving program that include web presence and solicitations.

- The Director will manage all facets of building support from philanthropic foundations. This will include identifying prospective foundations, writing Letters of Intent and grants, submitting grant reports and managing for lasting relationships and giving. The Director will have similar responsibilities with respect to companies and corporations, focusing on those with a connection to Nevada. Friends of Nevada Wilderness sees considerable potential in the current economic growth in Nevada that has brought in a range of new corporate concerns to the state, including those in the outdoor industry.

- The Director, in partnership with the Executive Director and Board of Trustees, will work to grow and maintain a robust base of major individual donors. The Director of Development will have primary responsibility for donor identification, cultivation, long-term stewardship and solicitation. The Director will work with the Executive Director on helping the Board of Trustees be effective in friend and fundraising. The Director will help the Executive Director, as needed with, Board development and fundraising. The Director will also implement a planned giving program to secure legacy gifts from its base of individual donors. Legacy gifts are essential to Friends’ future and thus considered an integral part of the major donor program.

- The Director will oversee all aspects of a paid membership program and work with membership and outreach staff to meet the goal of substantial growth from a current base of 900 paid subscribers and 7,000 supporters. This will include writing all letter solicitations, electronic solicitations, event-based membership growth, and retention and growth strategies. The Director will manage the thank-you process with support from staff and move membership donors up the pyramid of giving.

**Skills Required:** Strong interpersonal skills, comfortable and effective with public speaking, intermediate computer skills, including Microsoft Office Suite, with at least intermediate database skills. Excellent written and oral communication skills. Ability to represent organization professionally. Ability to sit for up to four hours at a time.

Friends of Nevada Wilderness  
Opening: Director of Development
**Experience and Education Required:** At least five years of experience in an executive or development role at a nonprofit, foundation, or conservation organization. Membership and major gift experience desired, but not required.

**Compensation:** Negotiable - this position may be structured as a traditional employee or a contract.

**To Apply:** Email your cover letter, resume, and three professional references with the subject line ‘Director of Development’ to employment@nevadawilderness.org. For position-specific questions, contact Darcy Shepard at darcy@nevadawilderness.org. No phone calls, please.

*Friends of Nevada Wilderness is proud to be an Equal Opportunity Employer, and is committed to being a place where a diverse mix of talented people want to come, to stay, and to do their best work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.*