

**TIP OF THE MITT WATERSHED COUNCIL
DEVELOPMENT DIRECTOR**

Job Posting
September 2021

Background

The Tip of the Mitt Watershed Council is a non-profit organization formed in 1979. We are dedicated to protecting our lakes, streams, wetlands, and groundwater through respected advocacy, innovative education, technically sound water quality monitoring, and thorough research and restoration action. We achieve our mission by empowering others, and we believe in the capacity to make a positive difference. Although we work throughout the Great Lakes Basin to achieve our goals, the watersheds of Antrim, Charlevoix, Cheboygan, and Emmet Counties, are our primary service area. For more information about the Watershed Council, visit our web page at www.watershedcouncil.org.

Primary Job Responsibilities

The Development Director will create fundraising strategies to cultivate existing donors and develop new ones. The Development Director will be responsible for the expansion of individual giving and major gift programs, as well as corporate gifts, foundations and government grants. They will direct all aspects of fund development/fundraising programs including the annual membership campaigns, major gifts, planned giving, proposal writing, direct mail, special campaigns and events, donor database management, and staff supervision.

Qualifications

The ideal candidate will have at least a bachelor's degree and minimum of three years of proven development experience. The candidate must possess strong organizational, interpersonal, and writing skills and be results oriented with a high level of energy and industriousness. We seek a person with the ability to grasp the mission of the Watershed Council and see the bigger picture but also someone who has the hands-on operations experience in order to manage the details of a development office. Must be able to work independently, take initiative, and manage multiple projects simultaneously. A desire and interest in working to protect Northern Michigan's water resources is essential.

Salary

Commensurate with experience. Please state any salary requirements. Full benefits provided.

Application Procedure

Send resume and cover letter to Gail Gruenwald, Executive Director, Tip of the Mitt Watershed Council, 426 Bay St., Petoskey, MI 49770. Review of credentials will begin immediately and the search will remain open until the position is filled. Start date will follow when position is filled and applicant is available.

Recruitment, employment and promotion shall be solely on the basis of qualifications for a specific position. There shall be no discrimination for employment because of race, religion, sex, age, marital status, sexual preference, handicap, creed, national origin, or other factors in accordance with the provisions of the Civil Rights Act of 1977, prohibiting discriminatory practices, policies, and customs.