



## **Director of Development**

The Friends of the Cape Cod National Seashore is seeking a part-time Director of Development to advance the organization's mission.

Friends of the Cape Cod National Seashore (FCCNS) is the nonprofit fundraising partner of the Cape Cod National Seashore. Established in 1987, our mission is to help preserve, protect, and enhance the Seashore's fragile environment, visitor experience, and unique cultural heritage by providing vital financial support for park priorities. The Cape Cod National Seashore receives 3.8 million visitors a year and contributes over \$530 million to the region's economy. Annual needs supported by FCCNS include capital projects such as historic preservation, trail improvements, and beach access; natural resource science and endangered species monitoring; educational programs and special public events; interpretive materials and supplies; and other critical needs. FCCNS is an important partner of the Cape Cod National Seashore and our impact is expanding with increased capacity. This is an exciting period of growth for FCCNS with the addition of a new part-time, contractual Director of Development.

### **Position Overview**

The Director of Development is responsible for leading and executing fundraising initiatives to support the Friends of the Cape Cod National Seashore in its mission to enhance, preserve, and support the Cape Cod National Seashore. This position focuses on donor cultivation, grant writing, membership growth, and event fundraising. The Director of Development works closely with the Board of Directors, Cape Cod National Seashore/National Park Service staff, and volunteers to ensure sustainable funding for the organization's programs and projects.

### **Key Responsibilities**

#### **Fundraising & Donor Development**

- Develop and implement a fundraising plan to meet annual financial goals.
- Cultivate and steward individual donors, major gift prospects, business and corporate sponsors.
- Expand and engage the FCCNS membership base to increase participation and support.

- Manage fundraising campaigns, including direct mail appeals, online giving, and peer-to-peer fundraising.
- Oversee and grow the monthly giving and planned giving programs.

### **Grant Writing & Corporate Sponsorships**

- Research, write, and submit grant proposals to foundations, corporations, and government agencies.
- Track and manage grant compliance, reporting, and deadlines.
- Develop and manage corporate sponsorship packages to support programming and events.

### **Donor & Membership Data Management**

- Utilize Wild Apricot to track and manage donor and membership data, ensuring accurate record-keeping.
- Generate reports on fundraising trends, donor engagement, and membership retention.
- Develop and manage online donation and membership forms using Wild Apricot.
- Create and distribute surveys and feedback forms to enhance donor and member engagement.

### **Event Planning & Community Engagement**

- Lead the planning and execution of fundraising and membership events, such as benefit galas, donor appreciation gatherings, and Seashore-focused activities.
- Represent FCCNS at community events, networking meetings, and outreach programs.
- Partner with the Cape Cod National Seashore/National Park Service on initiatives that align with the organization's mission.

### **Marketing & Communications**

- Develop compelling donor communication materials, including newsletters, annual reports, and fundraising appeals.
- Oversee social media, website content, and digital marketing strategies related to donor engagement.
- Work with the board to create impact stories showcasing how funds support the Cape Cod National Seashore.

### **Board & Volunteer Engagement**

- Attend monthly board meetings.
- Provide regular fundraising updates to the Board of Directors.
- Support and train board members in fundraising and donor relations.
- Engage volunteers to assist with development activities and events.

## Qualifications & Skills

- Proven experience in fundraising, donor relations, and grant writing.
- Strong affiliation with the Cape Cod region and National Park Service.
- Experience with membership-based nonprofits or environmental organizations is a plus.
- Strong event planning and corporate sponsorship experience.
- Proficiency in Wild Apricot (or similar donor/membership CRM).
- Experience creating and managing donation forms, membership forms, and surveys.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively with a volunteer board.

## Work Environment & Compensation

The Director of Development position Part-time (20-25 hours per week) and Contractual for an initial term of 2 years. The compensation rate is up to \$35 per hour, commensurate with experience. The position allows for a flexible, hybrid schedule with in-person meetings and events on Cape Cod (including occasional weekends and evenings), as required.

The Director of Development reports to the FCCNS Board of Directors and is supported by a part-time Administrative Assistant.

## How to Apply

**Submit in PDF format** via email a 1) **resume**, 2) **cover letter**, and 3) **two fundraising-related writing samples** (e.g., grant proposal, donor appeal letter) to [info@fccns.org](mailto:info@fccns.org)

Applications will be reviewed on a rolling basis; priority will be given to those received on or before May 1, 2025.

For more information about the Friends of the Cape Cod National Seashore visit [www.fccns.org](http://www.fccns.org)