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www.harwichconservationtrust.org

Director of Philanthropy
Harwich Conservation Trust

Supported by loyal, generous donors from all walks of life, the nonprofit Harwich Conservation Trust (HCT) protects land and water for wildlife and people, making a lasting difference on this special corner of the Cape. The Director of Philanthropy manages the fundraising programs that sustain this meaningful work and preserve special places for everyone to enjoy, for all time.

The Director of Philanthropy manages and expands HCT's major gift, annual giving, and legacy giving efforts in collaboration with the Director of Donor Stewardship, Director of Community Engagement, and Executive Director. Together, they advance HCT's fundraising goals. This full-time role is based at HCT's South Harwich office, with local travel as needed for fundraising activities.

Key Fundraising Responsibilities

Planning and Communications

- Coordinates and administers the annual fundraising and development plan, developed in collaboration with the Executive Director, Director of Donor Stewardship, and Director of Community Engagement.
- Maintains a calendar of development events and related communications in consultation with HCT colleagues.
- Collaborates with the Executive Director and Director of Communications to design and distribute fundraising outreach materials.

Annual Giving, Campaigns, and Donor Events

- Grows the annual donor base by designing and implementing cultivation, engagement, and fundraising strategies through the annual giving program.
- Manages spring and year-end appeals and capital fundraising campaigns.
- Organizes donor appreciation and cultivation events.

Planned Giving

- Develops planned giving opportunities, including bequests, reserved life estates, and IRA charitable gifts.

Manages Major Gifts Program

- Understands donors' confidentiality and anonymity needs.
- Maintains a portfolio of approximately 100 active HCT donors and prospects with the capacity and interest to give $1,000 to $100,000+.
- Develops and implements strategies to strengthen donor relationships.
- Works with the Director of Donor Stewardship to ensure follow-up outreach to donors and prospects, including personal notes and letters and occasional updates and reports to donors and funders.

Legacy Giving and Bequest Planning

- Manages HCT's Legacy Giving Program, including updating the Help Build the Nest brochure.
- Collaborates with the Executive Director and Director of Donor Stewardship to coordinate bequest-planning outreach.

Desired Qualifications

Fundraising Experience and Education

- 5 years of progressive fundraising experience, preferably with community-based organizations.
- Knowledge of the philanthropic community and experience working within it.
- Experience growing and sustaining leadership donor and annual giving programs and organizing special events.
- B.A./B.S. degree or higher.

Communication and Donor Engagement

- Strong verbal communication skills and a demonstrated ability to write clearly.
- Ability to convey HCT's mission and work with passion and conviction.
- Ability to develop and implement effective strategies that inspire donors and generate support.

Strategy, Organization, and Teamwork

- Ability to think strategically, work independently, and lead by example.
- Experience successfully managing multiple projects and competing priorities.
- Strong analytical, planning, and organizational skills.
- Ability to work in a small team within an ambitious organization that values teamwork, collegiality, and respect.

Technology, Travel, and Availability

- Familiarity with membership and fundraising databases, including Little Green Light, as well as Microsoft Office products and Constant Contact.
- Willingness to travel to meet prospective donors and possession of a valid driver's license.
- Willingness to work occasional evenings and weekends.

To Apply

Please email a cover letter, résumé, and two writing samples (preferably philanthropy oriented such as an appeal letter, planned giving information, or capital campaign article) by January 15, 2027 to HCT Executive Director Michael Lach at mike@harwichconservationtrust.org.

Harwich Conservation Trust (HCT) is a community supported nonprofit organization working to preserve land and water resources for wildlife and people in the Town of Harwich and surrounding communities. In 2028, HCT will be celebrating its 40th Anniversary and opening the Red River Valley Preserve, an inviting new destination for people to visit HCT's offices, learning center, and a future walking trail.
Curious? Learn more at harwichconservationtrust.org.

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