

## JOB ANNOUNCEMENT

LOOK MEMORIAL PARK  
300 North Main Street  
Florence, MA 01062

### DEVELOPMENT DIRECTOR

Look Memorial Park is seeking a talented, enthusiastic Development Director to lead and grow the organization's fundraising program. The ideal candidate will be experienced with multiple donor acquisition and engagement efforts including donor event planning, fundraising event management, donor mailings and community outreach. Candidates should have both strong interpersonal and communication skills and be comfortable working with volunteers and committees. Candidates should also have experience with direct solicitation of gifts of \$1,000 and above from individuals and businesses.

A minimum of a Bachelor's Degree is required with 3-5 or more years of fundraising and development experience. A detail oriented candidate with strong computer and organizational skills is preferred. A full job description is listed below. Please submit a cover letter and resume to the Executive Director, Julian M. Larkin via email at [jlarkin@lookpark.org](mailto:jlarkin@lookpark.org). Applications will be accepted until the position has been filled.

### **Job Description**

The Development Director will join a dedicated leadership team that oversees the year-round operation of one of New England's premier park facilities. The Development Director will carry out the administrative, managerial and supervisory work related to the Park's fundraising efforts and assist in communicating the Park's mission and goals throughout the Pioneer Valley. This is a salaried position.

#### ***Primary Responsibilities include:***

- Collaborate with the Board of Trustees, Executive Director and Development Committee to create a comprehensive development program which increases revenues to support the strategic direction of the Park.
- Oversee the administration of Bloomerang, our donor database, including gift processing and donor acknowledgement, mailing lists, and financial reporting.
- Develop and execute strategies for cultivating relationships with the Friends of the Park group, including recruitment of new donors and strengthening relationships, retaining current donors and engaging staff and the Board in fundraising efforts.
- Execute two donor appeal mailings annually.
- Write two annual fundraising appeals.
- Foster relationships and effectively engage park volunteers.
- Build relationships with community stakeholders to advance the mission and fundraising goals of the park.
- Manage social media and marketing as it relates to events and other park fundraising efforts.
- Represent the park at external events and activities as needed.
- Manage the details for at least two major fundraising events each year, including Santa's Trains at Look Park and the Annual Summer Celebration Auction.
- Coordinate volunteers from the community for the park's annual Spring Clean Up and concerts.
- Create and execute special donor stewardship events throughout the year.

### ***Qualifications***

- Bachelor's Degree with three to five or more years of experience, preferably in the areas of communications, fundraising or media relations.
- Ability to build, maintain and manage long-term relationships with fundraising constituents.
- Ability to work independently and be able to establish and maintain a positive working relationship with the Park management team and Board of Trustees.
- Display creativity and innovation to introduce new and unique approaches to improve the finances of the Park and to create new opportunities for fundraising.
- Ability to work some evenings and weekends as required.
- Strong communication and interpersonal skills.
- Proven ability to multi-task in a fast-paced work environment with strong organizational skills and an attention to detail.
- Excellent verbal and written communication skills, and proficient in social & digital media.
- Must be proficient in Microsoft Office and Database Management. Experience with fundraising databases preferred.