



MARYLAND LEAGUE
OF CONSERVATION VOTERS



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OF CONSERVATION VOTERS
EDUCATION FUND

Development Manager

The Maryland League of Conservation Voters (LCV) advocates for sound conservation policies, promotes pro-environment candidates for public office, and holds elected officials accountable for the decisions they make affecting our air, water, lands, and quality of life. Maryland LCV, along with its sister organization, the Maryland LCV Education Fund have a combined annual budget of approximately \$600,000.

Maryland LCV and the Maryland LCV Education Fund seek a Development Associate to assist the Executive Director and Deputy Director in implementing aspects of overall fundraising strategy. Major responsibilities will include assisting with the major donor program, expanding the monthly donor program, helping to write grant proposals and reports, research potential funders and donors, and organizing fundraising house parties. The Development Manager reports to the Executive Director.

Primary responsibilities include:

- Planning fundraising events.
- Planning/writing donor communications.
- Writing direct mail fundraising appeals.
- Drafting grant proposals and reports.
- Identifying and researching prospective donors and foundations.
- Assisting with gift processing and acknowledgment.
- Cultivating relationships with donors and foundations.

The following skills are required for the successful applicant:

- Excellent written and verbal communications skills.
- Detail-oriented, with good organizational skills and follow-through.
- Ability to work under own initiative, as well as part of a team.
- Minimum 1-2 years fundraising experience for a similar organization or political campaign.

The following skills and experience are preferred for the successful applicant:

- Experience with environmental issues.
- Proficiency in using Excel and database programs.

Compensation: Compensation depends upon qualifications and experience and includes benefits such as health and dental insurance, vacation and a 401K plan.

Position Requirements: This is a full time position based in Annapolis. Occasional evening and weekend hours are required to be successful.

To Apply: Interested candidates should send their resume by email to jbrock@mdlcv.org or by mail to Jen Brock-Cancellieri, Maryland LCV, 9 State Circle, Ste 202, Annapolis, MD 21401. Visit www.mdlcv.org and www.marylandconservation.org for more information.

Maryland LCV is an Equal Opportunity Employer