



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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## PERFORMANCE PROFILE



## DIRECTOR OF DEVELOPMENT RIVERLIFE, PITTSBURGH, PA

*Riverlife is a nonprofit 501(c)3 corporation dedicated to building a grand urban-scale waterfront park at the confluence of the three rivers in the heart of downtown Pittsburgh. The Director of Development will partner with the committed, passionate staff and volunteers of Riverlife to create a long-term culture of stewardship for the transformation of the Pittsburgh region. This position is ideal for a senior-level fundraiser with extensive experience in stakeholder engagement and creating/implementing development function infrastructure who wants a chance to 'make a difference'. Demonstrated success with gift acquisition from individuals, businesses and corporations is required. An entrepreneurial spirit and diplomatic work ethic are essential to the position. If you have a comprehensive fundraising background, are committed to the mission and work of Riverlife and have the skills and drive to create a donor centric development program, please consider applying for this highly compensated position.*

## BACKGROUND

**Riverlife** is a citizen partnership established in 1999 to guide and advocate for the redevelopment of Pittsburgh's riverfronts. At the heart of our plan is the creation of Three Rivers Park: a grand urban waterfront park along the Allegheny, Monongahela and Ohio Rivers. Now under construction is a continuous green park linking existing and future riverfront destinations, amenities and commercial destinations. Riverlife is working to reconnect Pittsburgh with its rivers by bringing recreation, ecological restoration and economic opportunity back to our waterfronts and in so doing bringing our rivers into the heart of the city.

**The mission of Riverlife is to reclaim, restore and promote Pittsburgh's riverfronts, as an environmental, recreational, and economic hub for the people of this region and our visitors.** Additional information is located at: <http://www.riverlifepgh.org>

## POSITION OVERVIEW

The Director of Development is the organization's chief fundraiser and provides the staff and volunteers of the organization with the overall strategy for fund cultivation and personally implements all fundraising elements, including an individual campaign, corporate giving requests, special project solicitation and major giving campaigns. Working closely with the Executive Director, Director of Communications and an esteemed Board of Directors, the Director of Development is responsible for planning and formulating growth oriented fundraising strategies for campaigns and the development of new revenue streams. The Director of Development's major responsibilities include:

### Planning and Development

- Work with the Executive Director, the Chief Financial Officer and the Board to create and implement an annual development strategy and plan for operating support and capital projects
- Work with the Executive Director and the Development Chair to train and motivate Board members and volunteers to take an active role in fundraising
- Work with the Director of Communications, the Executive Director, and the Board to develop public messages that enhance the visibility of Riverlife in the Pittsburgh and regional community

### **Cultivation and Solicitation**

- Secure operating support from individuals, foundations, and corporations for a \$1.5M annual budget (Capital funding for projects has totaled over \$100 million)
- Write grant proposals and reports to foundations and corporations
- Cultivate and nurture relationships with current and potential corporate & foundation sponsors
- Develop and grow our individual donor base
- Develop and implement development plans for several capital projects
- Develop and implement a plan for donor recognition and ongoing stewardship of major donors and foundations
- Identify and develop sponsorship and naming opportunities
- Plan and coordinate special events as developed in an annual plan

### **Government Relations**

- Work with the Executive Director, Chief Executive Officer and Board Chair on government relations and funding
- Play a key role in elevating the interests of Riverlife with government officials

### **Management**

- Develop office systems to support development and maintain confidential donor records
- Analyze fundraising results and statistics for ongoing tracking of progress and continuous improvement of efforts
- Oversee the design and production of presentation materials
- Supervise personnel and institute technical support systems to support development, research and administrative functions

### **Reporting**

- Prepare reports for volunteers, the Director, and the Board related to fund-raising progress and action steps

### **PERFORMANCE OBJECTIVES**

**Create a Comprehensive Development Plan:** During the first 60 days, create an energetic Development Plan that utilizes performance metrics. The plan is to be a one-year business plan that will lead to the development of a five-year strategy for generating effective streams of sustaining support for operating and capital needs. Present the plan to the Executive Director and the Board of Directors. Execute the plan.

**Identify, Cultivate, Solicit and Acknowledge Participation in the Mission.** Using advanced methods of prospecting identify new relationships including donors, volunteers, businesses and others that may benefit from the services of Riverlife. There is currently no database management system in place. Review options for contact management; evaluate cost and effectiveness and present recommendations to the Executive Director. Implement development best practices with the research, solicitation and acknowledgement of gifts from individuals, groups, corporations and foundations. Support the efforts of volunteer managed special events.

**Establish and Sustain Internal and External Relationships.** Manage relationships professionally. Seek out opportunities to share and disseminate information internally and externally as appropriate and in cooperation with the Director of Communications. Utilize new media to disseminate information. The Director of Development must have excellent verbal and electronic communication ability.

**Administer Policies and Procedures.** Manage the budget. Review and create departmental guidelines as needed. Perform organizational functions as required. Seek opportunities to become involved in the mission-centered programs of Riverlife.

**Participate in Agency Planning.** Offer creative insight to the short and long term planning of the overall organization.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The ideal candidate will have proven success in identifying, cultivating and securing individual and corporate gifts. A willingness to work in the evening or on weekends as required. Candidates must have demonstrated management and leadership skills. Experience working with senior level executives in a corporate or foundation environment is preferred. Seeking persons with:

- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail
- High degree of initiative
- Demonstrated ability to think strategically and a thorough understanding of strategic development

Masters Degree in appropriate field and/or a minimum of 10 years of relevant professional experience.

### **COMPENSATION**

This position has a highly competitive salary and benefits package, commensurate with the level of skill and experience expected from applicants.

### **TO APPLY**

Individuals wishing to discretely discuss this role may contact Michelle Heck, Dewey & Kaye, 412.434.1335 or [mheck@deweykaye.com](mailto:mheck@deweykaye.com). Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). Please reference the following in the subject line of your email: **Director of Development, Riverlife (#161-MH687)**

**Candidates must submit materials no later than Friday, March 5, 2010. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.**

*Riverlife is an Equal Opportunity Employer.*