



The Bee & Butterfly Habitat Fund

A NextGen Conservation Solution

POSITION: Development Director

FULL-TIME, Exempt (Part-time or flexible schedules possible)

LOCATION: Remote, but close proximity to the U.S. Midwest a requirement

COMPENSATION: Commensurate with Experience

The Bee & Butterfly Habitat Fund (BBHF, <https://www.beeandbutterflyfund.org/>) establishes high-quality habitat to ensure that pollinator populations thrive. We work with private, public, and corporate land managers to develop sustainable habitat for pollinators and other wildlife. Since 2017, the Bee & Butterfly Habitat Fund's programs have successfully planted thousands of acres of pollinator habitat, establishing essential ecosystems for bees, butterflies, and other pollinators.

The Bee and Butterfly Habitat Fund is on the verge of transformative growth, driven by successful pilot programs and strategic investments in infrastructure. Our plans include expanding educational resources, improving habitat monitoring, and scaling initiatives to increase nationwide impact.

To help support this rapid growth trajectory, BBHF is seeking a seasoned and passionate Development Director that will grow BBHF's fundraising efforts at a pace that fully supports organizational and programmatic needs.

JOB SUMMARY:

The Development Director is responsible for the overall fundraising efforts of the Bee and Butterfly Habitat Fund, developing strategies, relationships, partnerships, and stewardship processes for long-term donor engagement in support of BBHF's programs and impact requirements. The Director will design, implement, and manage a comprehensive, year-to-year fundraising plan to guide the philanthropic needs of BBHF. Including strengthening relationships with community stakeholders, actively pursuing and managing corporate and individual prospects, fostering strong donor stewardship and retention, identifying and managing grant application processes and funding, holding fundraising events and campaigns, overseeing membership programs, and facilitating other fundraising activities as needed. This position will maintain an active donor database, robust financial and fundraising metrics, and produce monthly management reports for the Board and BBHF Leadership. The Director will work closely with the Executive Director, Board of

Directors, and the Marketing & Communications Team to develop fundraising goals, strategies, and campaigns and eventually will manage a team of fundraising professionals.

REQUIREMENTS & RESPONSIBILITIES

Develop Strategic Initiatives

- Develop and implement a comprehensive fundraising plan to meet the organization's annual revenue goals
- Work closely with the Board of Directors and Executive Director in the development of fundraising strategies and goals
- Design and implement short and long-term funding strategies, objectives, and KPIs

Board Engagement

- Work closely with Board's Development Committee to support, train, and engage Board members in fundraising efforts
- Leverage key stakeholders, including the Board of Directors, to engage funders
- Provide robust Development Reports and KPIs for Board Meetings

Donor Relationships

- Identify, cultivate, and steward major gift, corporate, and foundation prospects
- Develop effective ways to utilize our organization's network of supporters for individual prospect identification, cultivation, solicitation, and stewardship
- Develop and maintain recurring giving, major gift, and endowment programs
- Develop, manage, and produce all aspects of the annual gala and other fundraising events
- Oversee and manage all grant applications, grant reporting, and maintain strong foundation / government relationships
- Collaborate with the Executive Director, Board of Directors, and Development Committee to execute and refine fundraising stories (strong cases for support) and related materials for funder solicitations and campaigns
- Prepare and deliver tailored proposals, reports, updates, and touchpoints for funders and prospects
- Oversee and manage BBHF's Membership program
- Develop and implement strategies to increase donor giving and improve retention rates
- Lead all donor outreach, attending and participating in conferences, seminars, and activities as needed to maintain the highest level of face-to-face communication and stewardship

Development Marketing & Related Activities

- Collaborate with the Communications & Marketing team to develop and execute effective donor communication strategies
- Develop and maintain individual, major donor, corporate, and annual fund campaigns
- Collaborate with the Communications & Marketing team in the creation of publications & media assets to support fundraising activities

Reporting & Management Functions

- Produce, monitor, analyze, and distribute monthly fundraising reports and related financial data
- Produce and distribute donor impact reports and participate heavily in BBHF's annual report and impact reporting processes
- Maintain gift recognition programs and strong donor stewardship activities
- Protect the confidentiality of donor information
- Oversee prospect research
- Manage and maintain a comprehensive and up-to-date donor software program (CRM) and any / all fundraising tracking or monitoring processes
- Manage and lead a team of fundraising professionals, providing guidance, training, and support as needed
- Keep abreast of tax laws and current fundraising trends to ensure that the organization is in alignment with national benchmarks
- Ensure the organization's public records are maintained to best represent the organization to prospective funders (e.g., GuideStar/Candid, IRS Form 990, etc.)
- Assist with reporting to accountants and auditors
- Attend training, conferences, and seminars to enhance professional growth
- Perform other related duties as requested

QUALIFICATIONS

- Bachelor's Degree in nonprofit management or related field
- Minimum of 5 years of experience in nonprofit fundraising in a leadership role
- CFRE designation a plus
- Demonstrated experience developing fundraising strategies and raising a minimum of \$1.5 million annually
- Strong track record of cultivating donors, building strong relationships, and meeting organizational fundraising goals
- Demonstrated success cultivating major gifts
- Strong experience with public speaking, networking, and hosting fundraising events
- Demonstrated experience in all aspects of grants and foundations, including grant writing, research, and reporting
- Excellent written and verbal communication skills
- Strong leadership and management skills
- Demonstrated ability to work collaboratively
- Experience with fundraising software and donor databases
- Deep commitment to the organization's mission and values
- Strategic thinking and problem-solving skills
- Flexibility and adaptability
- Ability to work effectively under pressure and balance multiple priorities
- Innovative/creative thinking to improve organizational structure and process

REPORTING

The Development Director reports directly to the Executive Director.

HOW TO APPLY

Please send a resume and cover letter, outlining your interest in and qualifications for this position, to Development@BeeandButterflyFund.org with the email subject line of: **Development Director Opportunity**. We will be accepting applications from April 11th through May 10th 2025. Please do not contact BBHF staff directly or reach out through other channels. The Hiring Committee will be in contact with you and will acknowledge the receipt of your application.

Thanks in advance for your submission.