

Title: Director of Development
Status: Full Time
Compensation: \$90K – \$115K

Reports To: Executive Director
Classification: Salary / Exempt

Contact: Randy Weiss – randy.weiss@peelcompton.org

The Peel Compton Foundation is a premiere and growing nonprofit organization, located in Bentonville, AR seeking a highly motivated and entrepreneurial individual to join the team as the Director of Development & Marketing. The Peel Compton Foundation owns and operates the Peel Museum & Botanical Garden, Compton Gardens & Arboretum, Coler Mountain Bike Preserve, and Osage Park. The unifying mission for these diverse properties is to connect the community through nature, education, recreation, and preservation. The Peel Compton Foundation is a 501(c)(3) nonprofit organization.

The Director of Development & Marketing will lead, coordinate, and participate in the development of marketing and fundraising strategies for the organization. The successful candidate will be a hands-on manager with a bias towards action. This role will create and oversee the implementation of a strategic approach to fundraising which may include major gifts program, endowments, corporate donations, grant research, solicitation and writing, capital campaigns and general fundraising endeavors. This position will play a critical role on the senior leadership team as the organization continues to enhance its quality of programming and capacity building while strengthening the internal capacity of the Peel Compton Foundation. The Director of Development and Event teams.

Duties and Responsibilities:

Planning of Fund Development Activities

- Collaborate with the leadership team to create a fund development plan which increases revenues to support the strategic direction of the organization
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization
- Implement the fund development plans in accordance with ethical fundraising principles and manage the fund development budget
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved and monitor trends in the community or region and adapt fundraising strategies as necessary
- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner
- Research, prepare and submit grant applications as outlined in the fund development plan to generate funds for the organization
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for the organization
- Identify and develop corporate, community and individual prospects for the organization's fundraising priorities



- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
- In consultation with the Executive Director, recruit, interview, and select well-qualified fund development staff
- Engage volunteers for special fund development projects using established volunteer management practices
- Develop and gain approval for an annual income and expenditure budget for the fund development program working closely with the Finance Director
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

Promote the Organization

- Oversee the development of a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
- Maintains knowledge industry trends and opportunities.
- Collaborates with senior executives to develop growth plans for the foundation.
- Forecasts, drafts, implements, and oversees the department's operating budget.
- Exhibits excellent customer service skills, problem solving skills, and communication skills
- Supports and attends Foundation events (fund-raising, community relations, awareness/education, volunteer appreciation, and volunteer recruitment).
- Performs other related duties as assigned.

Supervisory Responsibilities:

- Communicating and supporting strategy of development.
- Assists in recruiting and training the department's staff.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Ensures that staff complies with company policies.
- Active member of the leadership team.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Understanding of market developments.
- Expert in marketing strategies and practices.
- Excellent interpersonal and customer service skills.
- Organizational skills and attention to detail.
- Analytical and problem-solving skills.
- Strong supervisory and leadership skills.



- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelors degree in Business Administration, Marketing, or related field required;
- At least five years of experience in marketing and long-range planning required.
- Previous non-profit experience a plus.
- 3+ years of fundraising experience including fundraising management and communications
- Special events planning and management plus the management of volunteer resources

Physical demands described are representative of those that must be met by an associate to successfully perform the essential functions of this job. If requested, reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the associate is frequently required to stand; walk; use hands and fingers to feel, handle or operate objects, use of hands and arms; speak; hear; stoop; kneel and crouch.

This position description is intended to describe the general nature and level of the work to be performed. This is not an exhaustive list of all duties and responsibilities associated with it. The Peel Compton Foundation reserves the right to amend and change responsibilities to meet organizational needs.

The Peel Compton Foundation is an equal opportunity employer and is committed to building and maintaining a culturally diverse workplace. We encourage women, minorities, individuals with disabilities and veterans to apply. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sexual orientation, gender identity, age, status of protected veteran, or status as a qualified individual with a disability.

Please apply at: www.PeelCompton.org

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