

the **Conway** School

Graduate Program in Sustainable Landscape Planning + Design

The mission of the Conway School is to explore, develop, practice, and teach design of the land that is ecologically and socially sustainable.

JOB ANNOUNCEMENT

The Conway School of Landscape Design (the Conway School), a graduate school awarding a Master of Science in Ecological Design, has an immediate opening for a Development Manager.

The Conway School, an independent, not-for-profit institution, accredited by the New England Commission of Higher Education, uses a collaborative decision-making process that engages all employees. We are looking for people who share the school's mission—to explore, develop, practice, and teach design of the land that is ecologically and socially sustainable—and its commitment to justice, equity, whole-systems thinking, and collaboration. If you care deeply about climate change, social-environmental justice, sustainable agriculture, and community quality of life, and want a workplace that is built on collegiality and mutual respect, please consider applying.

Job Title: Development Manager

This is a non-exempt (hourly) position. Schedule is flexible, generally Monday through Friday at 30 hours per week. Occasional evening/weekend hours for special events.

Compensation and Benefits: \$27.50-\$29.50 per hour. Conway School offers the following benefits package:

- Paid vacation (starting with 4 weeks)
- Paid sick leave (1 week)
- Paid personal leave (3 days)
- Holidays (14.5 days)
- 401K with employer match
- Health and dental insurance benefits
- Flexible Savings Account (FSA)
- Life & Long-Term Disability Insurance

Location: On site in a converted 1900-era brick coach house in Northampton, MA preferred; remote or hybrid considered. Occasional local and regional travel may be required.

Summary of Job Responsibilities: The Development Manager is responsible for planning, organizing, and executing development strategies to support the Conway School's fundraising initiatives while fostering strong relationships with donors. Key fundraising efforts include the Annual Fund, Conway Grows online giving day, Financial Aid Endowment, Community Projects Fund, Legacy Circle planned giving program, and foundation grants. This role also oversees the activities of the board Development Committee and staff Development Team.

As part of a small organization, the Development Manager works closely with administrative staff, faculty, and trustees, and external contacts such as donors and alums, foundations, businesses, organizations, and government agencies.

Primary Areas of Responsibility:

- Annual Fund Management: Lead efforts to secure \$150,000 annually in unrestricted gifts.
- Major Donor Stewardship: Cultivate relationships with current and prospective major donors.
- Community Projects Fund (CPF): Identify and engage individuals, businesses, and foundations to support the CPF, which funds projects in under-served and under-resourced communities.
- Foundation Relations: Maintain existing foundation partnerships, submit grant proposals, and seek new grant opportunities.
- Project Funding Support: Collaborate with the Projects Manager to secure grants and donations for client partners and project funding.
- Planned Giving Initiative: Expand Conway's Legacy Circle program for planned giving.
- Special Campaigns: Organize and execute fundraising campaigns as needed.
- Outreach and Networking: Build and strengthen relations with institutions, organizations, businesses, elected officials, and individuals. Write press releases for local media.
- Committee Liaison: Serve as the staff liaison to the board Development Committee and internal staff Development Team. Organize meetings and support committee members in donor cultivation efforts. Participate in the internal communications team.
- Project Management: Coordinate bulk mailings, email announcements, and social media content for seasonal appeals.
- Donor Database Management: Maintain and update donor records, process donations, generate acknowledgement letters, notify donors of outstanding pledges, and distribute year-end tax receipts to Sustainer donors.
- Multi-year Planning: Update multi-year development plans.

Essential Qualifications & Skills:

- Three years (minimum) of fundraising and management experience in academic or non-governmental organizational settings.
- Successful fundraising experience generating major gifts and foundation grants to support academic programs, project recruitment, and financial aid.
- Superior communication skills, including creative and engaging written and oral expression.
- Engaging and enthusiastic personality; humor and flexibility.
- Dedication to collaborative decision making, with ability to forge consensus.
- Tech savvy, with proficiency in Microsoft Office and Google Suite (Gmail/Google Docs). Strong preference for experience with donor database software, CRM/HubSpot, Adobe InDesign and Photoshop, and WordPress.
- Must be willing to travel as needed to represent the school.

Professional Development: Stay current with industry knowledge through, for example, attending workshops and reading professional publications, and participating in training programs as needed.

To Apply: Please email a résumé and cover letter to Kara Schnell at hiring@cslld.edu with the position title in the subject header. Applications will be accepted until the position is filled.

EEOC Statement: The Conway School is an equal opportunity institution and does not discriminate on the basis of race, color, national or ethnic origin, age, gender identity, sexual orientation, religion, marital or veteran status in employment, admissions, or educational programs or activities. Applications by members of all socioeconomic status and backgrounds are encouraged.