



Heart Lake Program Center
1002 Adirondack Loj Road
Lake Placid, NY
518-523-3441 | jobs@adk.org

Senior Development Director

ADK (Adirondack Mountain Club) works to protect New York State wild lands and waters by promoting responsible outdoor recreation and building a statewide constituency of land stewardship advocates. Since 1922, the organization has worked to increase access to the backcountry by building trails, conserving natural areas, and developing a stewardship community that supports the ethical and safe use of New York's outdoor spaces. A member, donor, and volunteer-supported organization, ADK reaches across New York through its 27 chapters to inspire people to enjoy the outdoors ethically.

POSITION SUMMARY

ADK's new Senior Director of Development will be passionate about ADK's work, history, impact, and supporters. The Senior Director will have relevant environmental, conservation, landscape policy knowledge, interest, or related, with proven operational and fundraising experience. The Senior Director will be joining ADK at a time of exciting transition as ADK undergoes database, communications, and internal operations improvements within a supportive, dedicated, experienced, team that includes the Executive Director. The ideal candidate will be passionate about ADK's mission, a team player, an excellent communicator, and have excitement about the opportunities to design, implement, and manage fundraising activities with a results-oriented approach in a positive and supportive work environment.

KEY RESPONSIBILITIES

- With the Executive Director and leadership team, develop a comprehensive three-year fundraising plan, including setting goals and metrics for years one, two, and three, to solidify fundraising success, infrastructure, and systems
- With leadership team, Director of Communications, and Membership Director, activate and enhance the new Salesforce CRM, developing best practices and standard operating procedures related to fundraising, stewardship, moves management, and related activities
- Design and oversee donor pipeline systems, including moves management, acknowledgment, stewardship, and reporting/tracking processes Manage and support the Membership Director and Development Assistant, providing leadership, mentorship, and accountability to ensure alignment with fundraising goals and organizational priorities.
- Build effective development collaboration with finance, communications, operations, and all members of the leadership team
- Partner with the Executive Director, board, and leadership to deepen existing relationships, engage board members in giving and outreach, and cultivate new opportunities.
- Cultivate new opportunities with current supporters through regular contact and relevant event invitations

- Champion and strengthen ADK's culture of philanthropy
- Cultivate, solicit, and steward renewal, lapsed, and new donors through well-planned, targeted strategies including prospect research, pitch creation, proposal and appeal writing, meetings, and reporting
- Implement a regional donor acquisition plan to identify and pursue new corporate, individual and foundation contributions
- Identify, cultivate and secure major gifts; develop and maintain ongoing relationships with major donors
- Liaise with foundations and funding organizations; engage with program officers; effectively and persuasively present ADK's case for support; help prepare LOIs, proposals, and supporting materials
- Create and oversee cultivation, fundraising, and special events, including speaking engagements and hosted gatherings
- Provide regular reporting on fundraising progress and outcomes
- Represent ADK at other non-profit organizations' fundraising events and programs
- Be highly knowledgeable of ADK's goals, program model, culture, and key stakeholders

QUALIFICATIONS

- Minimum three (3) years of experience in fundraising with experience in corporate, foundation, and individual giving, events, board development; and other relevant skills
- Bachelor's Degree required
- Highly motivated self-starter with good judgement and an ability to work both independently and collaboratively across a distributed organization
- Excellent communication skills both written and verbal, are a must, with an ability to clearly articulate complex programs, present exciting partnership opportunities, and report on progress and outcomes
- Excellent relationship management skills (with both internal and external partners)
- Demonstrated ability to develop, manage, and grow donor relationships
- A proven track record of achieving progressive, measurable results
- Strong organizational skills, detail-oriented and the ability to embrace new tools, systems, and processes for organizational management and efficiency
- Positive attitude with customer service orientation and willingness to "rollup shirtsleeves" as a fundraising generalist expected to get the work done

- Must enjoy working in a fun, fast-paced environment
- Demonstrate enthusiasm and commitment to ADK's mission and core values
- Proficiency with Microsoft Office required; experience with Salesforce preferred
- Ability to connect ADK's work and partnerships into the larger landscape of inter-related issues within education, workforce development, youth, and economic development
- Work with a collaborative approach with teams across ADK in a remote work structure
- Additional duties as assigned

Reports to: Executive Director

Supervises: Membership & Development

Location: ADK has offices in Lake Placid and Saratoga Springs, New York. The Senior Development Director is a remote or hybrid role, ideally based in the Capital or Mid-Hudson Region of New York.

BENEFITS AND COMPENSATION

Salary/Wage: \$100,000-107,000

Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision and dental; free ADK workshops, discounts on store merchandise and rental equipment.

ORGANIZATIONAL STATEMENT

As an organization, we appreciate a diverse set of skills and candidates eager and willing to grow and learn with our organization. If you feel passionate about ADK and believe that you have the skills and aptitude to succeed in this role, we want to hear from you.

ADK affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters are made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, ethnic or national origin, age, physical or mental disability, sexual orientation, gender identity, familial status, military status or any other classification protected by federal or state law. Any discrimination in the workplace against persons protected by equal employment opportunity laws is illegal and against policy.

TO APPLY

ADK has retained the services of ThinkingAhead Executive Search. Please submit your resume and expression of interest to:

Chris Spagnola, Partner
cspagnola@thinkingahead.com

Jessica Martinez, Partner
jmartinez@thinkingahead.com