



Senior Development Director

Baltimore Tree Trust (BTT), the leading urban forestry nonprofit organization in Baltimore City, seeks a full-time Senior Development Director to join its Remington-based team. Established in 2008, BTT is a 501(c)(3) nonprofit organization with a mission to enhance and protect Baltimore City's urban tree canopy through strategic planting initiatives, broad-based engagement, and local workforce training. By engaging in diverse partnerships, leading community greening efforts, and creating public service job opportunities, BTT is committed to a vision of equitable access to the benefits of urban nature for all the city's residents. Baltimore Tree Trust is an equal-opportunity employer. For more information, visit baltimoretreetrust.org.

Position Description:

The Senior Development Director is key to the overall strategic and financial growth of BTT and ensuring the organization's sustainability. This role will be responsible for sustaining the growth of the organization through fundraising for the annual budget of \$3.9 million, which continues to increase year to year, along with special projects to help build long-term, sustainable funding sources. This position is responsible for establishing and executing the organization's overarching fundraising strategy, diversifying funding sources, advising and meeting annual fundraising goals, and building a long-term vision for the department through all aspects of fundraising including individual and institutional support. The Senior Director serves as a programmatic expert, effectively communicating BTT initiatives, accomplishments, and return on investment to funders.

The Senior Development Director reports to the Chief Financial Officer, serves as the staff lead of the Development Committee, and supervises three staff members in the Development Department. Essential functions include, but are not limited to:

Oversee Individual and Corporate Giving, and Donor Events:

- Establish an effective day-to-day strategy and long-term vision to maximize revenue through individual giving and corporate partnerships, with a focus on establishing a major gifts program and increasing corporate giving revenue.
- Oversee the Director of Annual Giving & Events in implementing the Annual Fund strategy and work to surface major giving leads from within the existing donor base.
- Maintain a portfolio of major giving prospects and donors with a clear strategy for cultivating and soliciting large gifts.
- Build and maintain a portfolio of corporate prospects and funders that share BTT's mission and values.
- Support the Director of Annual Giving + Events on BTT's annual "Raising the Stakes" gala to maximize revenue and deepen relationships.

Grant Management:

- Oversee prospecting for future funding opportunities from government, foundation, and other charitable entities.
- Oversee the Grants Manager and Grant Writer as they implement the aforementioned strategy.
- Oversee submissions of grant proposals to government, foundation, and charitable entities that align with and support BTT's mission.
- Maintain grant compliance with all funding sources.
 - Coordinate with Chief Financial Officer to generate grant reports and ensure timely reimbursement payments.
 - Coordinate with Operations Department to ensure grant deliverables are properly met.
 - Engage with funders to cultivate strong, productive, and long-lasting partnerships.



Special Projects (Capital & Endowment and Planned Giving Campaigns)

- Create a strategy and action plan for a capital & endowment campaign within the next five years.
- Coordinate with executive staff and BTT's Board Finance and Development Committees to appropriately establish this fund and ensure its sustainability.
- Plan, design, and implement BTT's first planned giving campaign.

Financial Coordination

- Monitor progress of monthly internal budget reports and projections.
- Collaborate with each department to understand funding priorities for both immediate and future needs to align with potential funding opportunities.
- Attending monthly Board Finance and Development Committee meetings and weekly leadership meetings to report revenue projections.

What We're Looking For:

- Demonstrated ability to secure large gifts.
- Experience with one-time major fundraising campaign projects, such as endowment, capital, or planned giving.
- Experience developing strategic plans and communicating program vision.
- Thorough working knowledge of development functions, including donor identification and solicitation, cultivation, and stewardship.
- Strong management, critical thinking, and interpersonal skills.
- Excellent written and oral communication skills
- Experience managing and mentoring a team for their own professional development and the overall betterment of the organization.
- Ability to receive and give feedback to foster equity and inclusion and a culture of learning.
- Bachelor's preferred, with proven experience in contributing at the leadership level to a successful Development Department and understanding of the city's neighborhood landscape and histories.
- Working knowledge of tax laws related to charitable contributions.
- Salesforce Nonprofit experience (or similar donor database or CRM software) a plus.
- Knowledge of environmental justice, environmental science, urban forestry a plus.

Compensation:

- Starting at \$90,000
- Full-time, exempt employee with some weekends or evening events are required.
- BTT offers a comprehensive benefits package to include: 25 days of paid time off, medical, vision, dental, life and long-term disability insurance, a 401(k)-retirement plan, and a professional development stipend.

To Apply:

Please email a copy of your resume and cover letter to jobs@baltimoretreetrust.org. **Deadline is May 3, 2024**, with applications accepted on a rolling basis thereafter.

BTT is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals and do not discriminate, and will not tolerate discrimination, on the basis of race, ethnicity, color, religion, sex, pregnancy, gender, gender identity or expression, national origin, sexual orientation, age, national origin or ancestry, genetic information, political affiliation, physical or mental disability, military or veteran status, or any other protected status under federal, state or local law. Our employment decisions are solely made according to qualifications for the positions.