



Director of Development

Baltimore Tree Trust (BTT), the leading urban forestry nonprofit organization in Baltimore City, seeks a full-time Director of Development 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 of the city's residents. Baltimore Tree Trust is an equal opportunity employer. For more information, visit baltimoretreetrust.org.

Position Description:

The Director of Development is a position key to the overall strategic growth and sustainability of BTT. As the senior staff member within its Development branch, the Director of Development will oversee a \$1M+ fundraising program and provide leadership to the major gifts, foundations, and planned giving programs. This position is responsible for establishing program strategy, recommending annual fundraising goals, and building a long-term vision for the program. In addition the Director of Development generates gifts from a portfolio of donors and prospects and works with trustees and other leadership volunteers to identify prospects and secure gifts. The Director serves as a programmatic expert, effectively communicating BTT initiatives, accomplishments, and return on investment to donors.

Essential functions include, but are not limited to:

Oversees and provides leadership for the major gifts, foundations, and planned giving programs.

- Works to establish effective day-to-day strategy and long-term vision to maximize revenue through the major and planned giving programs.
- Monitors and evaluates program performance, utilizing metrics, industry trends, and best practices to ensure the programs reach their full potential.
- Serves as a major giving and planned giving subject matter expert.
- Works with program staff to understand and support organizational funding priorities.
- Supports strategic solicitations that incorporate operating, campaign, and planned giving asks as appropriate.
- Provides strategy for prospecting efforts related to major and planned gift fundraising and fosters regular reviews of portfolios.
- Works with the Development Committee to produce impactful donor engagement and recognition opportunities.

Generates major gifts from a portfolio of donors and prospects.

- Maintains a personal portfolio of major gift donors and prospects.
- Develops individual cultivation and solicitation strategies and timelines for donor prospects



and gifts.

- Solicits and closes gifts.
- Ensures proper engagement to build and sustain donor relations.
- Trains and works with staff, volunteers, and trustees to maximize opportunities for both operating and campaign support.

Leads annual operating, campaign, and planned giving revenue goals in consultation with the CEO, COO, and Board of Directors.

- Monitors and helps develop program expense budgets and ensures proper approval and coding of expenses and annual fiscal discipline.
- Work to ensure that systems, organizational culture, and practices are aligned with BTT's mission, values and commitments related to DEIJ.
- Develop and refine programs and activities to ensure equitable practices and support the development of a diverse and effective team.
- Ensure an inclusive working environment that supports diverse populations.

What We're Looking For:

- Bachelor's or master's degree (or equivalent experience), with a minimum of five years' experience in contributing at the leadership level to a successful Development office.
- Strong management skills, critical thinking, and attention to detail required.
- Excellent oral/written communication skills.
- Experience developing strategic plans and communicating program vision.
- Working knowledge of tax laws related to charitable contributions of cash, property, and securities along with planned giving experience.
- Thorough knowledge of development department functions, including donor identification and solicitation, cultivation, and stewardship.
- Ability to communicate effectively with people from diverse backgrounds and experiences.
- Ability to receive and give supportive feedback to foster equity and inclusion in working relationships.
- Ability to recognize, nurture, and learn from strengths in co-workers.
- Having flexibility to accomplish job responsibilities in several work environments, whether it be from home, on the road, or in an office.

Compensation:

Base pay of \$70,000-80,000/annually; commensurate with experience

BTT offers a comprehensive benefits package to include: 20 vacation days, 10 sick days, health, vision, dental, life insurance, and a tax deferred retirement plan.

To Apply:



- Please email a copy of your resume and cover letter to info@baltimoretreetrust.org no later than February 25, 2022.

BTT is proud to be an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.