



Cultivating passion for the natural and cultural resources of Piscataway Park...

Director of Development and Communications

About the Accokeek Foundation

For 65 years, the Accokeek Foundation has cultivated a passion for the natural and cultural heritage of Piscataway Park and commitment to stewardship and sustainability. In partnership with the National Park Service and affiliated communities, the Foundation stewards 200 acres of Piscataway Park while honoring the Indigenous people and values that shaped and continue to shape this land. Park visitors will experience the interconnectedness of all life as they come to know the historical and cultural significance and regenerative potential of the indigenous landscape that is Piscataway Park. The park is open daily to visitors of all ages who enjoy a quiet landscape for recreation and reflection. Annually, thousands of school youth visit for land-based education, learning about environmental stewardship through a historical lens.

Position Overview

The Director of Development and Communications (Director) is responsible for the strategic direction and leadership of achieving the vision, mission, and strategy for the Accokeek Foundation's annual advancement goals and objectives. The Director will lead efforts to foster an inclusive and diverse philanthropic community to deepen and expand our donor base in support of our vision. As the Foundation's primary fundraiser, the Director will personally increase donor giving at all levels through prospect identification, solicitation, cultivation, and stewardship.

This position reports to the Executive Director and serves as a member of the senior management team and will foster lasting partnerships with donors and stakeholders who share our commitment to environmental sustainability, historical preservation, and community empowerment.

Responsibilities

- Develop and execute annual, major gift, endowment, and capital/comprehensive fundraising campaigns to provide sustaining support for the Foundation's commitment to preserving cultural heritage and environmental stewardship.
- Work with the Executive Director to engage Trustees in development initiatives.
- Manage, cultivate, and expand a portfolio of individuals, foundations, and corporations by engaging with prospective major donors, nurturing strong and sustainable relationships aligned with the Foundation's core values.
- Build and maintain an effective network of partnerships and relationships across civic- and community-based entities, corporate, foundation, business, and nonprofit organizations locally and regionally.
- Develop persuasive content for fundraising campaigns, grant proposals, and donor communications, reflecting the Foundation's dedication to historical preservation and community well-being.
- Seek, develop, submit and administer grants in a timely manner.
- Organize inclusive donor events and engagement opportunities that celebrate shared connections to the land and cultural heritage, strengthening the sense of community within the Foundation's network.

- Represent the Foundation at fundraising, partner, and community stakeholder activities and events.
- Work closely with the Executive Director and other senior leaders to align fundraising efforts with the Foundation's overarching strategies of cultural preservation and environmental sustainability.
- Establish and implement strategies to achieve fundraising initiatives aligned with the organization's commitment to advancing social and environmental justice that are in keeping with fundraising best practices and ethical standards, policies, and guidelines.
- Work with Development and Finance staff to manage donor database and gift acknowledgements.
- Develop and implement an effective communications strategy that amplifies our commitment to advancing social and environmental justice initiatives, environmental education programs, and community impact, while inspiring a broader audience.
- Develop and implement a planned giving strategy.

Qualifications

- Bachelor's degree in business, nonprofit management, communications or related field. Master's degree preferred. Relevant experience may be substituted for education.
- Federal grant development experience including ability to ensure program integrity through compliance with statutes, regulations, policies, and guidance.
- Proven track record of successful major gift fundraising and donor relationship management at a leadership level.
- Strong commitment to advancing Diversity, Equity, Inclusion, and Justice in all aspects of work, in harmony with the values of the Accokeek Foundation.
- Exceptional written and verbal communication skills, with a focus on inclusive and culturally competent messaging that embodies the Foundation's mission.
- Strategic mindset, with the ability to analyze data and insights to drive fundraising efforts in alignment with the Foundation's preservation and interpretation goals.
- Experience leading diverse teams and fostering an inclusive organizational culture that embraces the principles of environmental stewardship and cultural heritage preservation.
- Proficiency with standard office computing applications and databases, including Microsoft Office 365 software and Blackbaud constituency databases.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, use hands, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds.



Cultivating passion for the natural and cultural resources of Piscataway Park...

Compensation and Benefits

This is a full-time, hybrid position, Monday-Friday, with evening and weekend availability as needed to meet the demands of the position. Candidates must live in the DMV area and be available to work on-site with some flexibility for remote work. Compensation will be commensurate with experience ranging from \$65,000 - \$75,000. The Accokeek Foundation provides eligible employees a comprehensive benefits package including flexible paid time off, cost share benefit, paying 50% of health insurance premiums, retirement matching, and paid disability and life insurance.

To apply: Send a cover letter and resume describing how your experience, skills, and interests intersect with the Foundation's mission work. Please send an email with the subject line "Director of Development and Communications" to info@accokeek.org.

The Accokeek Foundation provides equal employment opportunity (EEO) to all employees and applicants for employment without regard of race, color, age, sex, national origin, religion, disability, genetics, sexual orientation, or any other characteristic or status protected by applicable federal, state, or local law.