

## **The 300 Committee Land Trust (T3C), Director of Development (April 2026)**

The 300 Committee Land Trust is a non-profit conservation organization dedicated to protecting and preserving natural lands for the citizens of Falmouth, MA.

### **Director of Development:**

The Director of Development assists the Executive Director and Development Committee in planning and implementing development strategies for increasing membership and major donor giving for annual operations and for land, stewardship and endowment campaigns. The Director of Development reports to the Executive Director who supervises their work.

This is a part-time position (20 – 30 hours weekly) that focuses on strategy and successful implementation of The 300 Committee's overall fundraising development program in partnership with the Board of Directors, Development Committee and staff team.

### **Core responsibilities include, but are not limited to:**

- Work with Executive Director to establish The 300 Committee's annual fundraising plan and coordinate strategies to meet annual operating support goals.
- Organize and manage capital and special project campaigns and planned giving program.
- Oversee planning and execution of prospect engagement and donor stewardship.
- Manage ongoing efforts to identify and qualify additional leadership prospects through new member/prospect events, database analysis (Little Green Light), online research (Donor Search), and networking.
- Work with Executive Director and staff team to design and distribute materials for purposes of demonstrating The 300 Committee's impact and building support for land conservation.

### **The Director of Development's job responsibilities require:**

- Strong verbal communication and relationship skills; proven ability to write clearly and persuasively for grant writing and donor relations purposes.
- Solid knowledge and experience working within the philanthropic community.
- Solid understanding of annual giving, grant writing and special events.
- Proven experience in building and sustaining an individual leadership donor base.
- Ability to develop and execute effective strategies to motivate donors and prospects.
- The ability to work in a small office, to work independently and to collaborate with others and to juggle multiple projects and competing priorities.
- Strong analytical, planning and organizational abilities.
- Familiarity with Little Green Light, Donor Search, and Constant Contact.
- Interest and passion for the mission and goals of The 300 Committee Land Trust.
- A Bachelor's degree or higher and experience working in a non-profit organization.

**Hours:** Average of 20-30 hours per week, occasional weekend work and evening meetings may be required. Expectations for the agreed upon number of hours per week within the 20-30 hour range will be set and confirmed with the selected candidate.

**Salary commensurate with experience.** Expected starting range \$34,000 - \$68,000 plus comprehensive benefits package.

**Benefits:** SEP-IRA retirement fund employer contribution, Paid Time Off including vacation and holidays, and support for professional development.

**Applications will be reviewed on a rolling basis with the goal of filling the position as soon as possible.** Please direct a letter of interest and resume to Jessica Whritenour, Executive Director, The 300 Committee Land Trust, 13 Thomas B. Landers Road, East Falmouth, MA 02536 via US Mail or email to [jwhritenour@300committee.org](mailto:jwhritenour@300committee.org)