

## **EXECUTIVE DIRECTOR**

Trees For Tomorrow (TFT), an established nonprofit natural resources specialty school in the heart of Wisconsin's beautiful Northwoods, is seeking an energetic, outgoing individual with a demonstrated track record of raising and growing unrestricted giving and of cultivating major gifts.

Candidate must be passionate about TFT's educational mission and have the vision, leadership ability and interpersonal skills needed to carry the 70-year-old organization forward and set the stage for it to remain a viable, vibrant educational institution for the *next* seven decades.

### **JOB SUMMARY**

Identify, cultivate, solicit, and steward major gift donors and company sponsorships; develop and implement fundraising strategies that ensure a strong financial foundation for the organization (70%). Develop and administer the annual budget, ensuring proper use of financial resources (10%); initiate, facilitate and recommend policies to govern TFT staff and programs (5%); establish guidelines for the recruitment of new staff (5%); and work with and through the assistant director to manage the day-to-day operations of TFT (10%). Travel is required to visit sponsors, solicit donors, and to attend meetings.

### **JOB TASKS AND RESPONSIBILITIES**

- Identify, cultivate, and solicit philanthropic support by developing and maintaining relationships with corporations, foundations, and individuals; foster positive and enduring relationships that produce reciprocal benefits.
- Lead TFT fundraising priorities; develop fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors; participate in developing campaign materials, case statements and brochures; evaluate effectiveness of development programs and secure gifts at various levels; generate appropriate reports.
- Build working relationships with representatives from corporations, foundations and other potential donor organizations, nurturing a culture of philanthropic support.
- Prepare the annual budget; spearhead strategic planning and goal setting and evaluation.
- Participate in professional development organizations, committees, boards, and meetings; travel locally, regionally and statewide as appropriate to advocate for TFT.
- Supervise assistant director and provide oversight leadership to staff (as appropriate and determined by the board of directors) and participate in special projects.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Experienced and proven track record in fundraising concepts and appropriate solicitation techniques
- Self-starter able to set goals and focus on meeting targets in a timely manner
- Strong interpersonal skills; ability to work well independently and in team settings
- Strong oral and written communications skills
- Excellent marketing and presentation skills for effective speaking and donor engagement
- Project management and program supervisory skills
- Excel in developing and maintaining partnerships with supporters and prospective company sponsors
- Passionate and sincere advocate for Trees For Tomorrow
- Adaptable with ability to lead and respond to diverse situations
- Able to maintain high level of confidentiality, integrity and discretion

### **MINIMUM EXPERIENCE**

Bachelor's degree and five years of related experience, or exceptional years of proven experience is preferred. The compensation package will be commensurate with the successful applicant's experience.

Interested applicants should submit a resume and any supporting documents to:

Trees For Tomorrow  
Attn: Ex. Director Search and Screen Committee  
P.O. Box 609, Eagle River, WI 54521