



# WEST VIRGINIA RIVERS

## Job Announcement: Development Director

### Position Summary

The Development Director is a strategic, hands-on leader responsible for designing and executing all fundraising efforts in support of the organization's \$2 million annual operating budget. As a department of one, you help set the vision and do the work. You are equally comfortable crafting an ask and drafting a grant proposal, and you bring creativity and rigor to all that you do.

The Development Director leads annual and active mid-level individual giving program. Your job will help manage and deepen those relationships and help grow the pipeline. You will work closely with the Executive Director and the Board of Directors to align fundraising with organizational goals and impact.

WV Rivers offers a competitive salary and robust benefits package. This full-time, exempt position pays between \$70,000–\$85,000 annually, depending on experience. Current benefits include generous PTO, fully employer-paid health, dental, and life insurance for the employee, and a 6% employer retirement contribution. We support a hybrid work-from-home model and provide monthly reimbursement toward internet and/or smart phone expenses. All employees receive a laptop, printer, and basic office supplies to support remote work.

Application Details: Resumes and cover letters should be received by close-of-business on April 3, 2026 for consideration. **Please send to [admin@wvivers.org](mailto:admin@wvivers.org) with your last name and the position title in the subject line. Example: "LAST NAME – Development Director"**

### Key Responsibilities

#### Fundraising Strategy & Leadership

- Develop and implement a comprehensive annual fundraising plan with clear revenue goals and benchmarks.
- Partner with the Executive Director to cultivate a culture of philanthropy across the organization.
- Track revenue progress and provide regular reports and analysis to leadership and the board.
- Bring creative problem-solving to donor engagement and campaign design.

### **Individual Giving**

- Lead all aspects of annual and mid-level donor strategy, including annual fund campaigns, recurring giving and donor upgrading.
- Manage an active mid-level donor portfolio, including direct cultivation, solicitation and stewardship of donors at the mid and major gift level.
- Partner with the Executive Director on high value donor relationships, including preparing briefing materials and co-developing ask strategies.
- Plan and execute donor engagement strategies, including virtual and in-person events.

### **Institutional Giving & Foundation Relations**

- Identify, research, and pursue foundation and institutional funding opportunities aligned with organizational priorities.
- Write, submit, and manage grant proposals, reports, and supporting materials.
- Cultivate and steward relationships with foundation program officers and institutional partners.
- Oversee a grants calendar to ensure timely submissions and reporting compliance.
- Collaborate with program staff to gather data, outcomes, and stories for proposals and reports.

### **Board Engagement and Fundraising Committee Leadership**

- Staff and lead the board's fundraising committee, setting meeting agendas, tracking commitments, and driving accountability toward revenue goals.
- Develop and deliver fundraising training and orientation for board members, helping them understand their role in donor cultivation and relationship-building.
- Partner with individual board members to identify, cultivate, and solicit prospects within their networks, providing briefing materials, talking points, and strategic coaching.
- Report regularly to the full board on fundraising progress.

### **CRM & Development Operations**

- Serve as the internal lead for the organization's CRM, EveryAction.
- Work with the Operations Manager to maintain data integrity and up-to-date donor records.
- Oversee gift processing, acknowledgments, and data integrity.
- Develop systems for tracking donor engagement, moves management, and reporting.
- Generate regular development reports and dashboards to inform strategy and decision-making.

- Ensure fundraising practices align with ethical standards and data privacy requirements.

### **Communications Collaboration**

- Work closely with communications staff to ensure donor facing content, including newsletters, impact stories, and social media, supports and reinforces fundraising goals.
- Collaborate on the development of fundraising materials such as case statements and campaign materials, ensuring consistent voice and messaging.
- Coordinate timing of fundraising appeals with organizational communications.

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Qualifications:**

- 10+ years of progressive responsibility in nonprofit fundraising, including individual and institutional giving strongly preferred.
- Demonstrated success in individual and institutional fundraising, including annual fund and grant writing. Experience supporting major donor cultivation is a plus. Strong grant writing and donor communications skills required.
- Demonstrated range as a writer, moving fluently between donor-facing appeals and acknowledgment letters to detailed grant proposals and technical funder reports.
- Experience managing CRM and using data to inform fundraising strategy. Experience with EveryAction preferred.
- Excellent project management skills and the discipline to work independently in a fast-paced, deadline-driven environment.
- Strong interpersonal skills and comfort representing a mission-driven organization to a diverse group of external stakeholders.
- Deep alignment with the organization's mission.
- Ability to work remotely, including comfort with technologies that support remote work (such as online activity tracking tools, conference calling, and video conferencing).

### **Work Location & Logistics**

- This is a hybrid position based in West Virginia, with a mix of remote and in-person responsibilities.
- Employee must reside in West Virginia and maintain a private, secure personal workspace suitable for confidential work. Residence in Northern West Virginia preferred.
- While typical organization operating hours are day shift, this position requires occasional evening and weekend work to accommodate community meetings and events.
- Reliable high-speed internet capable of supporting cloud-based apps and regular video conferencing are required.
- Smartphone. The employee may be required to download and use company-approved apps for communication, timekeeping, and security.

### **Travel & Transportation**

- Travel within West Virginia (approximately 15%) is required for in-person meetings and events.
- A valid driver's license and proof of auto insurance are required for travel responsibilities.

### **Physical & Technical Requirements**

- Ability to use a computer for extended periods.
- Proficiency in Microsoft Office 365 (Outlook, Excel, SharePoint, Teams) and familiarity with cloud-based collaboration tools.
- Experience working in remote or distributed work environments preferred.

West Virginia Rivers Coalition is an equal opportunity employer, and all qualified applicants receive consideration for employment with regard to any classes or characteristics protected by law.