



# ADIRONDACK COUNCIL

PRESERVING WATER,  
AIR AND WILDLANDS

<b>Position Title:</b>	Development Officer
<b>Program:</b>	Fund Development
<b>Location:</b>	Elizabethtown Office
<b>Reports To:</b>	Director of Development
<b>Created/ Revision Date:</b>	April 2025
<b>FLSA Status:</b>	Exempt
<b>Schedule/Hours</b>	40 hours, flexible with occasional nights and weekends
<b>Salary Range</b>	\$60,500

---

#### About Adirondack Council:

The Adirondack Council's values, including our commitment to our mission and vision, are integral to the manner in which we carry out our programs. Each position at Adirondack Council plays an essential role in carrying out our stated values and each employee is expected to support the values through their day-to-day work.

- Highest Ethical Standards and Integrity
- Responsible and Constructive Fact-Based Education and Advocacy
- Justice, Equity, Diversity, and Inclusion
- Partnerships and Respect for All
- Legacy
- Innovation and Excellence
- Teamwork
- Commitment to the Future

#### Position Summary:

The Development Officer serves as an essential member of the Development team, working to strengthen systems, processes, and relationships that will enable the Council to achieve its annual and long-term financial goals and annual operating budget. The position will coordinate and implement a wide range of fundraising and awareness initiatives including mailings, special events and targeted donor events, grant submissions, and analysis of fundraising efforts for impact and to ensure we're meeting our objectives. Working alongside the Director of Development, the Development Officer will contribute ideas and strategies to engage our donors and cultivate lasting relationships. The role will support day to day development operations, Fund Development Committee and Board meetings, and events.

**Essential Functions:**

- Utilize advanced donor database features for research, reporting, and preparation of donor lists as needed to support cultivation, stewardship, and solicitation goals for the Council.
- Coordinate and manage, in consultation with the Development Director, mid-level and major donor engagement through stewardship activities, mailings, acknowledgements, and emails.
- Plan, implement, and support special events including targeted donor events, Forever Wild Day, and other stewardship and fundraising events to bring the Council's work on behalf of the Adirondacks to life.
- Engage Next Gen Council members, with input from leadership, in Council fundraising initiatives and special events, and support Next Gen members as ambassadors for the organization.
- Collaborate with the Director of Development and team to plan and execute large-scale fundraising appeals, including working closely with Board members on personalization lists and ensuring timely major gifts acknowledgements.
- Participate in the development and implementation of the annual fundraising strategy, identify new engagement opportunities, and provide recommendations for attracting and cultivating new prospects.
- Research, support, and prepare grant submissions with Director of Development, and monitor the annual grant calendar, including reporting deadlines.
- Serve as a resource for teammates to troubleshoot and improve processes and strategies that support annual fundraising goals.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Excellent communication skills including effective written, verbal, and listening skills. Experience crafting fundraising appeals, writing grant proposals to secure funding, and preparing donor relationship communications preferred.
- Demonstrated comfort and ability working with donor database (CRM), project management software and Office 365, including Excel. Experience with DonorPerfect, DonorSearch, a plus.
- Strong organizational skills, with the ability to manage multiple tasks simultaneously. A proven track record of meeting deadlines, balancing priorities and communicating project updates in a timely manner.
- Proven ability to plan, execute, and oversee projects, including events, from initiation to completion. Ability to think quickly, problem-solve, and adapt to changing situations in the moment.
- Collaborative team player with a talent for building strong, cohesive relationships and achieving shared goals.
- Knowledge of fundraising strategies, donor relations, and sponsorship acquisition; experience with moves management and donor prospecting a plus.
- Ability to work a flexible schedule and travel for occasional evening and weekend work.

**Education and Experience:**

- Five+ years of experience in nonprofit development work.
- Associates, Bachelors, Masters degrees in related nonprofit and/or environmental conservation related fundraising encouraged
- Experience with donor database systems, communicating with donors of all capacity ranges including high net worth individuals and maintaining confidentiality.
- Passion for clean water, clean air, and the wild places of the Adirondacks and for the people who give back to support the Park.
- A valid driver's license and access to a reliable vehicle as travel may be required

**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.

Sedentary Work: While performing the duties of this job, the employee is regularly required to sit; use hands to type, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office Environment: While performing the duties of this job, the employee is not substantially exposed to adverse environmental conditions.

This position is based in Elizabethtown, with periodic travel required. There are higher volumes of development activity during peak times of the year, particularly at the end of the calendar year and during the busy summer season. The Council encourages time to connect with the natural beauty of the Park and outdoor activities; these include site and donor visits with colleagues.

---

Employee Signature

Date