

## **Development Specialist Bald Head Island Conservancy, Inc.**



### **POSITION DESCRIPTION**

The Bald Head Island Conservancy (BHIC) is an environmental non-profit organization whose Vision seeks to champion the sustainability of barrier islands through environmental research and stewardship. Bald Head Island is a barrier island located along the southeastern North Carolina coast, accessible only via ferry from Southport, NC. BHIC staff engage in conservation science partnerships with university researchers and governmental agencies; education programs for island visitors, residents, and school groups; and operation of our renown Sea Turtle Protection Program. The Development Specialist is expected to initiate and manage major fundraising programs, cultivate donor relations, and organize fundraising events on Bald Head Island and in locations across the region. The ideal candidate should be team-oriented, have 5 years of fundraising experience, and a strong commitment to helping grow philanthropy to extend BHIC's reach on Bald Head Island and throughout the region.

### **PRIMARY RESPONSIBILITIES**

- Work closely with the Executive Director to manage major fundraising activities including annual giving, major and planned giving, and memberships
- Collaborate with Board Development Committee on fundraising initiatives
- Create and cultivate donor relationships, including individual and corporate entities
- Manage and manipulate donor database
- Organize on- and off-island fundraising events
- Identify and participate in grant applications
- Work in partnership with BHIC staff on education and outreach activities
- Assist with annual budgeting by recommending fundraising goals and budget

### **QUALIFICATIONS**

- Demonstrated excellence in fundraising activities
- Bachelor's degree from accredited university or equivalent experience
- Experience with fundraising databases (e.g., e-Tapestry) preferred
- Articulate, professional, and positive attitude with ability to think creatively and strategically
- Strong written and oral communication skills
- Must be able to travel to off-island events as needed
- Appreciation for the splendor of North Carolina's coastal environment

### **POSITION DETAILS**

- Reports directly to the Executive Director
- Full-time position with health, dental, and disability benefits and employer contribution to SEP-IRA after 1 year employment
- Ferry tickets and parking at mainland ferry terminal are provided
- Standard 5-day work week with occasional duties on evenings, weekends, and holidays
- Salary commensurate with experience

To apply, send a cover letter, resume, and list of 3 professional references to Executive Director Dr. Chris Shank at [shank@bhic.org](mailto:shank@bhic.org). Application deadline is December 31, 2024.

### **BHIC Mission**

We Discover, Learn, Conserve and Preserve