



Position Title: Director of Development

Hours: Full-time, Monday through Friday (and weekends as needed for events)

Reports to: Executive Director

Location: St. John, U.S. Virgin Islands

Rate: \$65K – \$95K (salary commensurate with experience)

Summary

The Friends of Virgin Islands National Park, a nonprofit organization dedicated to the preservation and protection of the natural and cultural resources of Virgin Islands National Park, seeks a talented fundraising professional to serve as Director of Development. The Director of Development is responsible for all aspects of fundraising, membership development, and the coordination of special events, and supports public relations and communications efforts.

Reporting to the Executive Director, the Director of Development is responsible for meeting annual fundraising goals and maximizing the organization's total gift revenue. Specifically, the Director of Development leads the implementation, evaluation, and refinement of the organization's fundraising program, including donor cultivation strategies, fundraising events, and business relationships to meet and fulfill the organization's annual budget.

The Director of Development achieves these goals through strategic outreach and planning carried out in close coordination with the organization's program staff and leadership. The Director of Development is also responsible for the stewardship of new donor prospects and business partnerships in accordance with annual performance targets.

Successful candidates will have fundraising experience that includes major gift solicitation and direct mail campaigns; demonstrated success in proposal preparation and grant-seeking; superior written and oral communication skills; strong computer skills and comfort with donor and data management tools; and the ability to take initiative and work independently. Ideally, the candidate will also have public relations experience and a solid understanding of, and commitment to, conservation and environmental issues.

Principal Responsibilities

- **Donor Cultivation & Stewardship:** Work with Friends staff to develop and build strong, long-term supporters of the organization through consistent communication and engaging opportunities within our events and programs.
- **Donor Management:** Track and report on giving, ensuring records are accurate and up to date; prepare thank-you letters for designated gifts and make thank-you phone calls.
- **Donor Recruitment:** Implement strategies to grow and diversify the donor base; track and report monthly on gift activity.
- **Grant Management:** Manage existing grantor and foundation relationships, complete annual re-applications, and pursue new grant opportunities.
- **Fundraising Events:** Direct and manage planning for fundraising events, including but not limited to the annual gala and VIP dinner(s).
- **Public Relations & Communications:** Support the organization's public relations and communications activities, ensuring consistent messaging across donor, member, and community audiences.

Core Competencies

- **Fundraising Acumen:** Proven ability to design and execute a comprehensive development program spanning individual giving, major gifts, grants, corporate partnerships, and special events.
- **Relationship Building:** Skilled at cultivating, soliciting, and stewarding donors at every level, with the emotional intelligence to build authentic, lasting relationships.
- **Strategic Thinking:** Translates organizational priorities into clear fundraising strategies, measurable goals, and actionable plans.
- **Communication:** Exceptional written and verbal communication; able to convey the mission compellingly to donors, foundations, board members, and the public.
- **Grant Writing & Research:** Strong proposal writing, prospect research, and reporting skills, with attention to deadlines and funder requirements.

- **Event Leadership:** Experience directing fundraising events from concept through execution, including budgeting, vendor management, sponsorship, and volunteer coordination.
- **Data & Systems Fluency:** Comfort with donor CRM platforms, gift processing, and the use of data to inform strategy and demonstrate impact.
- **Initiative & Independence:** Self-directed, organized, and able to manage multiple priorities in a small-team environment.
- **Collaboration:** Works effectively with program staff, leadership, the board, volunteers, and community partners.
- **Mission Alignment:** Genuine commitment to conservation, environmental stewardship, and the preservation of cultural and natural resources.
- **Integrity & Discretion:** Handles confidential donor information with the highest ethical standards.

Other Duties

- General administrative tasks in support of the Executive Director as needed.

To Apply

The position is based on St. John. Salary and benefits are competitive. Interested and qualified candidates should send a cover letter and resume by e-mail to info@friendsvinp.org.

Friends of Virgin Islands National Park is an equal opportunity employer welcoming all qualified candidates to apply for listed positions and opportunities.

Disclaimer - The statements contained herein are intended to describe the general nature and level of work to be performed by the employees in these positions. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in each position. Other responsibilities, duties, and skills may be assigned and management retains the right to add or change the responsibilities, duties, and skills at any time.