



## Development Director Position

**Prairie Rivers of Iowa Resource, Conservation and Development, Inc.**

Join a self-motivated team that does important rewarding work on natural and cultural resources!

Prairie Rivers of Iowa Resource, Conservation and Development, Inc. is a 501(c)3 not-for-profit, founded 25 years ago in Ames, Iowa. Our mission is to promote learning and development through the restoration and conservation of Iowa's cultural and natural resources as we seek to raise the integrity of the natural, historical and cultural resources in Iowa. Key programs include: Water Quality testing and interpretation, Pollinator Conservation and Habitat work, and managing the Iowa Historical Highway Byway program. See more at [www.prrcd.org](http://www.prrcd.org).

Prairie Rivers of Iowa Resource, Conservation and Development, Inc. is seeking a **Development/Director** to do fundraising and administrative management of the organization.

### Fundraising and Operations Management

- Lead a Fundraising and giving program to ensure Prairie Rivers financial stability and sustainability.
- Cultivate relationships with supporters, especially nurturing new major funders - individuals, organizations, businesses, foundations, and government agencies.
- Hire and assist staff in securing resources and funding while implementing organizational and program strategic plans.
- Oversee day to day business matters of the organization including budget adherence, grant application processes, financial reports including payroll.
- Represent Prairie Rivers while advocating for our programs, maintaining communications, building solid relationships, marketing our information, and educating on what we do.
- Report to a diverse, engaged nonprofit Board of Directors who are aligned with Prairie Rivers mission.
- The work schedule is flexible for work-life balance. Occasional evening and weekend work.

### Desired Qualifications:

- Exceptional interpersonal skills, including the ability to communicate well, build trust, and work effectively and value relationships with diverse groups of individuals.
- An undergraduate degree or an advanced degree is preferred; experience may substitute.
- Experience in financial management and fundraising brings extra value.
- Excellent written and verbal communication skills are needed daily.
- Previous non-profit organization fundraising experience is preferred.
- Experience in donor relationships, fundraising activities, and financial management, is highly valued

### Application Process:

Please submit a [cover letter](#), [resume](#) and [references](#) electronically to the Search Team at [search@prcd.org](mailto:search@prcd.org).

This position is available now and will remain open until filled.

### Equal Employment Opportunity

*Prairie Rivers of Iowa does not discriminate against any person on the grounds of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs in carrying duties associated with the position.*

<b>Date Posted:</b>	9/17/2024	<b>Position Information:</b>	Part-Time, Exempt
<b>Type of Employment:</b>	24 to 32 hours/week	<b>Reports To:</b>	Board of Directors
<b>Position Title:</b>	Development Director	<b>Location:</b>	Ames, Iowa
<b>Compensation:</b>	\$35,000 – 40,000 annual		