



Job Description: Development Director

Organization: Macaw Recovery Network, Costa Rica

Location: Remote position

Reports to: Executive Director

Supervises: Development team of two: Communications Manager & Grant Writer, and Database assistant.

Application deadline: January 31st, 2025

About Us

The Macaw Recovery Network (MRN) is a dynamic conservation organization committed to protecting endangered parrots and their habitats. Through innovative species recovery programs, habitat protection and restoration initiatives, and active community engagement, we strive to secure a thriving future for these iconic birds. Established in Costa Rica in 2018 and registered in the United States in 2022, MRN operates with a combined annual budget of over \$750,000. In addition, over the past two years, we have successfully raised over a million dollars to protect critical rainforest habitats through land acquisition.

At MRN, we are driven by a passionate and close-knit team with bold plans for the future. Join us in our mission to safeguard parrots, protect biodiversity, and inspire conservation action on a global scale.

Position Overview

The Development Director will spearhead the development of programmatic Fundraising and Communication efforts, ensuring robust financial support for MRN. The role's primary focus is cultivating and securing donations from major donors, expanding, and diversifying our donor network, and securing critical resources to further our conservation mission. The role will also include overseeing other income sources such as grant and corporate funding.

This role is pivotal in driving MRN's brand awareness. In close collaboration with the Communications Manager, the successful candidate will help plan and oversee annual communication strategies and support the communications team to deliver creative campaigns, impactful partnerships and build communities across MRN's channels. This role is full of variety and involves working with partner organizations to deliver a range of strategic projects that drive brand awareness and help to increase online giving.

Key Responsibilities

Fundraising Strategy and Donor Relations

- Develop and implement a comprehensive annual Fundraising and Communications Plan aligned with MRN's five-year strategic goals.
- Direct and participate in research, cultivation, solicitation and stewardship of individual donors, Foundations and corporate partners and develop strategies to cultivate those relationships.
- Spearhead strategies for the Major Donor Program; securing cash and non-cash gifts, developing our Legacy Guardian Program, and exploring innovative giving opportunities.

- Lead targeted campaigns to expand MRN's donor base and evaluate alternative Fundraising platforms to enhance donor engagement and diversify revenue streams.
- Oversee grant management, including research, proposal writing, and compliance with reporting requirements.
- Oversee donor relationship management software to maintain accurate records, analyse data for trends and retention strategies, and provide actionable reports to leadership.

Communication and Public Engagement

- Collaborate with the Communications Manager to produce compelling content for Fundraising, including MRN's website, printed materials, email and social media campaigns, and donor acknowledgement and cultivation.
- Lead and oversee MRN's professional appearance at public events, conferences, and speaking engagements to build our profile and attract supporters.
- Foster and leverage relationships with strategic partners to align goals, develop joint initiatives, and amplify MRN's impact.
- Ensure consistent and engaging messaging across all platforms, aligning with MRN's mission and values.

Team Leadership and Collaboration

- Supervise and mentor the Development Team, fostering a collaborative and high-performing work culture.
- Work closely with the Executive Director and Board of Directors on Fundraising strategies, budgets, and performance reviews.
- Participate in organizational planning meetings to align Fundraising efforts with conservation priorities.

Metrics Used to Evaluate Performance

- Increase annual income
- Increase the number of major donors
- Donor retention rate
- Successful grant application rate

Qualifications

Education and Experience

- Preference will be given to applicants with a Bachelor's degree from an accredited college or university with major coursework in philanthropy, fundraising, business administration, marketing, communications or a related field.
- Preference will be given to applicants with at least two years demonstrable experience working in a related position of a non-profit, preferably in the development department.
- Extensive experience with building donor and stakeholder relations across the Americas.

Skills and Competencies

- Strong leadership, management, and organizational skills and ability to effectively manage multiple priorities and use resources such as time and capacity.
- Principles and techniques to strategically plan, develop and coordinate communications and media relations programs and has methods to evaluate program objectives and goals.
- Familiarity with budgeting, project management tools, and other planning methods is highly desirable.
- Strong written and verbal communication skills, with the ability to inspire and engage diverse audiences.

- Proficiency in crafting compelling donor proposals, prepare written analysis, summaries, recommendations, correspondence, and reports.
- Experience using CRM software (e.g., Salesforce and Mailchimp) for donor management, digital marketing, and reporting.
- High-level proficiency in English required and basic Spanish preferable (a commitment to learning the Spanish language is encouraged).
- Adhere to deadlines.

Personal Attributes

- Personable, approachable, and team-oriented with a collaborative mindset and strong interpersonal skills.
- Adaptable, flexible, reliable, self-motivated, and effective working remotely.
- Efficient in work and great organizational skills; will need to be able to juggle and organize competing priorities.
- A supporter-first mindset and passionate about developing two-way relationships with supporters.
- Creative thinker with an eye for design and storytelling.
- General high level of writing, to allow consistent brand language, to be able to convey passion and excitement and clearly convey ideas in a concise manner.
- Passionate about conservation and the mission of MRN.
- Willing to travel to our conservation sites and networking opportunities at least annually or as needed.

What We Offer

- One-year contract based on a 32-hour work week with the expectation to be renewed annually. Payment range dependent on experience and geographical location. The position is intended to be long-term, with annual performance evaluation.
- Travel, accommodation, and daily expenses covered during annual visit to the site(s) and/or networking event in California.
- Professional development opportunities, including mentorship, and conference attendance.
- A supportive and inclusive work environment that values creativity and innovation.

How to Apply

Please submit your resume, cover letter, two references, and a recently published writing assignment to hr@macawrecoverynetwork.org by January 31st, 2025. We are committed to building a diverse and inclusive team and encourage candidates from all backgrounds to apply.

Join us in protecting Costa Rica's Macaws & creating a brighter future for wildlife and communities!