



Job Title: Development Manager

The Harris Center for Conservation Education

Since our founding in 1970, the Harris Center has become a transformative force in the Monadnock Region, where we promote understanding and respect for our natural environment through education of all ages, direct protection and exemplary stewardship of the region's natural resources, conservation research, and programs that encourage active participation in the great outdoors. We are committed to ensuring that our education programs, trails, conserved lands, and conservation research projects are welcoming spaces for all, regardless of racial or religious background, gender identity, sexual orientation, economic means, or range of physical ability.

Position Description

The Harris Center seeks a skilled Development Manager (**75% time**) to support our vital work of connecting people to the natural world. The successful candidate will work closely with the Executive Director on organizational management, administration, and outreach. A primary responsibility will be managing the Harris Center's fundraising programs, including grants and annual, planned, and corporate giving. The Development Manager will also work to cultivate relationships with Harris Center supporters, partners, volunteers, and board members – including recognition, event coordination, donor stewardship, and projects that help the Harris Center achieve our goals related to diversity, equity, inclusion, and accessibility.

Ideal Knowledge, Skills, and Experience for the Successful Candidate

- Bachelor's degree (or higher) with 5 or more years of non-profit development and/or management experience
- Knowledge of fundraising management, including experience with developing and implementing creative fundraising approaches
- Experience with donor management software (Little Green Light preferred)
- Demonstrated use of effective interpersonal skills – including listening, diplomacy, and tact – for building strong relationships with donors, volunteers, partners, and co-workers
- Strong written and verbal communications skills
- Strong organizational skills and attention to detail, including the demonstrated ability to set priorities, develop work schedules, monitor progress, manage budgets, supervise staff, and work both independently and collaboratively
- Robust sense of integrity, discretion, and demonstrated ability to maintain confidentiality of donor and project information
- Innovative approaches to problem solving, plus the flexibility and willingness to fill in where needed, as is required when working for a small organization
- Interest in, and experience with, the natural world

Location & Hours

This position will be based out of the Harris Center's headquarters in Hancock, NH. Some remote work is possible. 30 hours per week, with timing somewhat flexible within normal office hours. Occasional attendance at evening and weekend events is required.

Salary & Benefits

75% time. \$40,000 to \$50,000, commensurate with experience. Benefits include paid holidays and 15 days paid vacation leave, health insurance, and Simple IRA retirement plan with up to 3% employer match.

How to Apply

Applicants should send a cover letter, resume, and list of three references to Jeremy Wilson at wilson@harriscenter.org or 83 King's Highway, Hancock, NH 03449. Application review will begin **May 22**.

We strongly encourage people of color, people with disabilities, LGBTQ applicants, and people from other historically marginalized groups to apply for this position, recognizing that diverse perspectives and experiences are valuable to our team and to those we serve.