



The Organization: The Turtle Creek Park Conservancy is a 501c3 nonprofit organization with a management contract with the City of Dallas to care for Turtle Creek Park and Arlington Hall.

Our Mission: The Turtle Creek Park Conservancy is a nonprofit organization committed to the conservation, preservation and exceptional care of Turtle Creek Park and Arlington Hall, while creating a public space for physical and mental wellness, connection, entertaining, and educational programs.

Job Type: Full-Time Salaried Position. Schedule is Monday – Friday, some evenings, and weekends. Salary commensurate with experience.

Reports To: President & CEO

Send Resume To: info@turtlecreekconservancy.org

Director of Advancement Job Description

Development and Grant Writing

- Identify potential sources of programmatic and operational financial support, including foundations and state and federal government sources.
- Draft and implement the annual and long-term development plan and monitor its progress.
- Draft grant proposals and be responsible for their timely submission.
- Prepares and presents regular reports to Board of Directors on progress toward achievement of activity and fundraising goals.
- Assist President & CEO with face-to-face visits and solicitations with donors and potential donors, as well as leverage telephone, email, and digital or social media outreach to solicit annual and planned gifts in accordance with agency and department goals.

Sponsorships

- Create sponsorship materials for events and other programs.
- Research, identify, and oversee solicitation of potential sponsors.
- Manage event and program sponsors, including managing sponsor relations and deliverables.
- Prepare packets, background materials, and research to present to sponsors.

Membership

- Creates and implements a plan to identify, cultivate and solicit the acquisition of new donors/members and retention and upgrade of existing donors/members for annual and planned gifts.
- Create outreach systems for organizations, public advertisements, direct mail, email, phone, and others.
- Create marketing materials and messaging for renewals and membership solicitations.
- Implement and maintain monthly membership reports and renewal plan.
- Update and maintain membership records using Salesforce and Network for Good/Bonterra system.

Marketing/PR

- Oversee social media accounts including Facebook, Instagram, and LinkedIn.
- Design and implement social media strategy.
- Assist with engaging content for membership, mass email campaigns and timely newsletters.

Other

- Recruit and manage member volunteers.
- Ability to adjust communication style to handle effectively diverse situations.
- Ability to oversee, and direct multiple projects simultaneously with competing deadlines/priorities.
- Work cooperatively with other internal staff, outside vendors, boards, management, and the general public.
- Maintain confidential and sensitive information.
- Strong attention to detail and good problem-solving skills.
- Excellent English including usage, spelling, grammar, composition and punctuation.
- Use a variety of software packages, including Network for Good/Bonterra, Salesforce, Classy, Constant Contact, Adobe, Canva and Microsoft Office.

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.