



Seeking Development Director

Lynnhaven River NOW (LRNow) is the leading environmental non-profit organization in Virginia Beach and is dedicated to substantially improving water quality in all our waterways and protecting our natural areas. To reach this goal, we are working

- (1) to identify and reduce sources of pollution including nutrients, sediment, bacteria, toxins, and marine debris in our waterways;
- (2) to educate and engage the community and partner organizations in restoring and protecting our waterways and natural areas; and
- (3) to restore lost habitats such as oyster reefs, wetlands, living shorelines, native plants, forests, and riparian buffers that filter polluted runoff, improve water quality and protect marine life.

We concentrate our efforts on public education and outreach, resource restoration, and working with our elected officials and other non-profit organizations to foster partnerships that bring additional resources to the challenge of reducing pollution and restoring vital natural habitat in Virginia Beach.

LRNow is seeking a Development Director to spearhead development efforts as LRNow continues to grow its base of private support. The Development Director will have the opportunity to expand LRNow's development program and support our Capital Campaign with the goal of securing financial support from individuals, foundations, and corporations.

Position Responsibilities – The Development Director will:

- Develop and execute our Annual Giving campaign and our Membership Renewal campaign.
- Meet budgeted goals for annual unrestricted donations.
- Design and produce fundraising materials: mailers and electronic fund-raising communication materials.
- Oversee acknowledgements for all donations.
- Build and maintain relationships with existing donors, ensuring ongoing engagement and long-term support.
- Prepare regular donor reports for the Executive Director and the Board of Directors.
- Work with the Executive Director and the Communications Manager to write and produce the Annual Report.
- Work effectively with the Executive Director, the Board Chair, and the Capital Campaign Committee to execute the Capital Campaign.
- Prepare donor reports for the Capital Campaign Committee.
- Schedule meetings for committee members, the Executive Director, and board members with potential donors.
- Become an expert in and manage the use of our donor database software.
- Identify and nurture ongoing relationships with potential donors.
- Create and execute a strategy for cultivating and growing LRNow's membership base.
- In partnership with the Executive Director, engage and collaborate with board members and other key leaders within LRNow to serve as fundraising volunteers.

- Coordinate and oversee donor events that support the fundraising plan.
- In partnership with Executive Director, program staff and Communications Coordinator, create timely communication pieces to engage LRNow's members, donors, and volunteers.
- Assist with website and social media messaging to communicate with and attract donor participants.
- Work with the Executive Director, Communications Manager, and the Office Manager on securing business sponsorships for the annual Oyster Roast and other benefits.
- Work with the Executive Director to manage an Oyster Roast Committee to assist with sponsorships and auction items for the annual Oyster Roast.
- Support the Executive Director and program staff on grant proposals to foundations and corporate donors.
- Manage the development budget ensuring efficient use of resources.
- Craft appropriate fundraising policies and processes for the Board of Directors' approval.

Reporting Relationships:

This position reports to the Executive Director. The Development Director will work with the Executive Director, program staff, administrative staff, and LRNow's Board of Directors to execute fundraising activities. LRNow staff work as a team with respect for each person's contribution and a spirit of cooperation and collaboration.

Other reporting responsibilities include:

- Regular meetings with the Executive Director.
- Monthly written report to the Executive Director and staff.
- Quarterly written report for the Board of Directors.

Preferred Candidates will have:

- Bachelor's Degree in nonprofit management, business administration, communications, or a related field.
- Proficiency in all aspects of Microsoft Office and fundraising database software.
- A minimum of 5 years' experience and proven success in fundraising, including
 - Annual giving program implementation, including new donor development, renewals, stewardship.
 - Major gift programs, including prospect research, cultivation, personal solicitation, acknowledgment, and recognition.
 - Successful track record of motivating fundraising volunteers.
- Demonstrated excellence in organizational, managerial, and communication skills, both written and oral.
- Good interpersonal skills and the ability to work with a team including fellow staff members, volunteers, donors, and board members.
- A keen interest in environmental issues and a desire to be a part of a dynamic environmental organization.
- This role requires a dynamic individual with strong leadership skills, exceptional communication abilities, and a proven track record in donor engagement and revenue generation.

What We Offer:

- Competitive salary.
- Opportunity to make a significant contribution to your community.
- Collaborative and supportive work environment.
- Professional development opportunities.

Application Process:

Interested applicants should submit a cover letter and resume to Karen Forget at Karen@LRNow.org or 3712 Holland Road, Virginia Beach, VA 23452. Resumes will be accepted through November 30, 2025, or until the position is successfully filled.