

## **Title: Fundraising Director**

### **About Friends of Ebey's and Ebey's Landing National Historical Reserve:**

The [Friends of Ebey's Landing National Historical Reserve](#) works in cooperation with the Reserve's Trust Board and National Park System to fund projects and programs that protect, preserve, and enhance the cultural and natural resources and the visitor experience of Ebey's Landing National Historical Reserve. This includes fundraising, public outreach and educational activities and building public awareness of the Reserve.

[Ebey's Landing National Historical Reserve](#) was created by Congress in 1978 to "preserve and protect a rural community, which provides an unbroken historic record from 19th century exploration and settlement in Puget Sound to the present time." The effort to protect Central Whidbey came from the actions and initiative of local citizens. In response to a proposed development on Ebey's Prairie, the concept of a national historical reserve was adopted by locals and Congress as a way to preserve Central Whidbey's rural character, by providing strategic federal support without threatening local autonomy.

More than 85% of the Reserve's 17,572 acres are privately owned. The Reserve contains more than 450 heritage buildings, working farms, historic military forts, two State Parks, miles of shoreline, and the 2nd oldest town in Washington, Coupeville. Ebey's is a patchwork of old and new – a community committed to protecting its heritage and quality of life while embracing progress and change.

Ebey's Reserve is America's first National Historical Reserve, and the only unit of the National Park Service managed by a Trust Board representing local, state and federal partners. The Reserve brings together private and public resources at the local, state, and federal level to protect its heritage landscape for all citizens for generations to come.

### **Position Description:**

We are looking for an experienced fundraiser with established institutional and individual relationships to lead our 501(c)(3) fundraising program. The Fundraising Director will leverage their extensive fundraising experience to strategically build a diverse and sustainable funding base inclusive of individual major gifts and institutional contributions. The Director will develop and maintain major donor relationships and will coach the Friends of Ebey's Board to do the same. The ideal candidate will be a self-starter proficient in communication skills.

### **Duties and Responsibilities:**

- Plans (with Board) and implements a strategic plan for 501(3)(c) fundraising.

- Manages a portfolio of prospects and donors, develops a system for receiving gifts and manages our donor tracking program.
- Prepares grant applications for projects.
- Ensures organization is following appropriate processes related to 501(c)(3) fundraising and advises Board when necessary.
- Plans (with Board) and attends all functions of the organization – including special events for fundraising purposes.
- Prepares reports for Board as required and necessary.
- Attends all Board meetings and appropriate committees.
- Assists in the orientation of new board members, volunteers and committee members as necessary.
- Works with Board members/committees to create all collateral materials for organization including, but not limited to, brochures, newsletters, special projects and annual reports.
- Collaborates and communicates with Reserve Manager.
- Completes all other assignments as required by the Board.

**Salary:**

DOE \$32,000-\$36,000

**Hours/Wages negotiable.**

**Letter of Intent and Curriculum Vitae to be received no later than April 20, 2015**

e-mail: [friendsofebeys@gmail.com](mailto:friendsofebeys@gmail.com)

**Friends of Ebey's Landing National Historical Reserve**

**PO Box 958**

**Coupeville, WA 98239**