



Job Title: Director of Development – Beaver Creek Reserve

Location: Northwest Wisconsin (Hybrid: Community-based with occasional office time)

Employment Type: Full-Time (may include evenings/weekends for events)

Reports To: Executive Director

About Beaver Creek Reserve

Beaver Creek Reserve is a 400-acre nature reserve and environmental education center located in Fall Creek, Wisconsin. Our mission is to connect people with nature through education, exploration, and stewardship. From school field trips and citizen science programs to family-friendly events and outdoor recreation, Beaver Creek Reserve inspires people of all ages to experience the natural world and take action to protect it.

Position Summary:

The Director of Development plays a key leadership role in advancing Beaver Creek Reserve's mission to connect people with nature through education, exploration, and stewardship. This position is responsible for designing and implementing a comprehensive fundraising and donor engagement strategy that strengthens relationships, expands community support, and ensures long-term financial sustainability.

As part of a small, collaborative team, the Director of Development will lead all aspects of philanthropy — from annual giving and grants to donor cultivation, stewardship, and special campaigns — with a strong focus on building donor-centered relationships.

Key Responsibilities:

Fundraising Strategy and Leadership

- Develop and execute an annual fundraising plan aligned with Beaver Creek Reserve's strategic priorities.
- Identify, cultivate, solicit, and steward individual, corporate, and foundation donors.
- Coordinate donation logistics, including collection, acknowledgment, and documentation.
- Partner with the Executive Director and Board to grow annual giving, planned gifts, and special project support.
- Track fundraising metrics, analyze trends, and provide regular progress reports.

Donor Relations and Stewardship

- Build authentic, long-term relationships with donors and community supporters.
- Implement donor recognition and stewardship practices that express gratitude and demonstrate impact.
- Coordinate donor appreciation events, small gatherings, and nature-based experiences that deepen engagement.
- Ensure accurate, timely donor acknowledgments and maintain the donor database (e.g., Bloomerang, Little Green Light, etc.).

Grant Management

- Research, write, and manage grant proposals and reports to foundations, corporations, and government entities.
- Work closely with program staff to align funding opportunities with organizational needs and priorities.

Communications and Community Engagement

- Collaborate with staff to integrate fundraising messages across newsletters, the website, and social media.
- Contribute to donor-focused storytelling that highlights the impact of Beaver Creek Reserve's programs.
- Represent Beaver Creek Reserve at community events, meetings, and with partner organizations.

Board and Volunteer Partnership

- Support and engage the Board Development Committee in fundraising activities.
- Provide tools, training, and guidance to help Board members and volunteers participate in donor engagement.

Qualifications:

- Bachelor's degree or equivalent experience required.
- Minimum 3–5 years of experience in nonprofit fundraising, development, or donor relations.
- Proven success in relationship-based fundraising and/or grant writing.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills and ability to manage multiple priorities.
- Experience with donor management systems and basic data analysis.
- Passion for nature, environmental education, and Beaver Creek Reserve's mission.

Compensation and Benefits:

- Salary Range: \$55,000- \$73,000, commensurate with experience.
- Benefits include health insurance stipend, retirement plan, paid time off, professional development opportunities, and flexible scheduling.

To Apply: Application deadline is December 14, 2025. Position may remain open until filled. Please submit your resume, cover letter, and three professional references our Office & Operations Director, Kirsten Holmes at bcr@beavercreekreserve.org.