



Agricultural Stewardship Association

Director of Development Job Description

Position Title:	Director of Development	Date: October 2025
Reports to:	Executive Director	
Status:	Full-time, Salaried, includes benefits (hybrid)	

Mission

Agricultural Stewardship Association (ASA) is a nonprofit land trust that protects our community's working farms and forests, connects people to the land, and promotes a vibrant future for agriculture and forestry in the region.

Position Summary

The Director of Development (DoD) is a strategic and seasoned fundraising professional who is responsible for the management, oversight and integration of all fundraising and community engagement programs. The DoD reports to, and works in partnership with, the Executive Director to advance ASA's mission by achieving sustainable, annual growth of operating funds as well as fundraising goals for special project initiatives and capital campaigns. The DoD also supports and supervises other staff working in development, community engagement and outreach, and is part of the organization's leadership team. The DoD will incorporate the practice and promotion of ASA's core values, which include a passion for farmland and forestland conservation, respect, integrity, teamwork, accountability, problem solving, a "can do" attitude, confidentiality, professionalism and acting in the organization's best interest.

The DoD will thrive by providing strong supportive leadership for the development and community engagement staff; directing overall membership growth; securing major gifts; nurturing foundation grant support and business sponsorships; and giving voice to the work of ASA within the community. The DoD will create, execute and evaluate comprehensive fundraising strategies and tactics that ensure diverse, growing, and sustainable revenue sources to support ASA's mission.

Essential Duties and Responsibilities in Development

- In partnership with the Executive Director, lead the creation and implementation of ASA's annual and long-range fundraising plans with clear deliverables and milestones for success

- Work with the Executive Director to maintain and grow a prospect and major donor portfolio to cultivate and solicit major gifts;
- Responsible for directly managing relationships with a large portfolio of major donors and prospects, including individualized stewardship plans.
- Oversee and enhance systems and creative strategies for donor identification, research, cultivation, solicitation, tracking, acknowledgement, recognition, events and stewardship to grow our funding base.
- Work with Executive Director, Board, and Major Gift Committee to develop long and short-range fundraising plans and help achieve annual operating goals as well as capital campaign goals, as applicable.
- Motivate and support Board members, fundraising volunteers and staff to help implement fundraising plans;
- Oversee the annual fund program. Work with the Executive Director and development team to craft annual report, spring and fall solicitation appeals, acknowledgements, and special solicitation materials;
- Work with Development Associate to research (i) existing donors to identify those with greater capacity and (ii) new contacts through staff, board, programming or other means;
- Schedule and confirm donor meetings, ensure follow up and stewardship of all solicitations, craft donor correspondence, and prepare Executive Director on joint meetings;
- Design, manage and carry out major donor cultivation gatherings and events, and coordinate donor and attendee follow-up;
- Proficiently use, and accurately enter, information in DonorPerfect on scheduling appointments, compiling donor profiles, and entering meeting notes on donor communications and meetings;
- Work closely with the Director of Operations to prepare informative fundraising and board reports, including individual donor reports and yearly comprehensive analysis of donor trends, to give direction to annual and campaign solicitation;
- Build ASA's business sponsorship program by helping ASA research and forge robust relationships with corporate contributors to increase revenue and in-kind support;
- Assist with providing support at ASA's major fundraising and outreach events, such as Landscapes for Landsake Art Exhibition and Sales and Forever Farmland Supper.
- Work with Executive Director to develop foundation and grant portfolio, cultivate and solicit foundations, and grow foundation support;
- Oversee and assist with researching new potential funding sources from foundations and grants, and participate in preparing grant applications and reports, as requested;
- Work with Executive Director and Community Engagement Manager to ensure all communications (print, web and social media) further the public's understanding of ASA's mission and ensures exceptional donor experience and engagement;
- Assist the Executive Director in representing ASA and raising its profile and visibility to funders, partners, policymakers and the general public.

- Assist senior staff to develop short-and long-term fundraising goals and strategies that will engage donors at all levels and support ASA's mission

Duties and Responsibilities as a Director

- Serve as a supervisor for staff working in development, community engagement and outreach, including interns and seasonal employees, as delegated by the Executive Director. Adhere to expectations of supervisors.
- Serve as a member of the staff leadership team along with the Executive Director and Director of Operations. Serve on applicable board committees, such as the Major Gift Committee, as a staff liaison.
- Keep current on all aspects of ASA's mission, planning documents, active projects and programs;
- Keep abreast of Land Trust Standards and Practices and Land Trust Accreditation requirements affecting non-profit fundraising;
- Keep abreast of IRS regulations for charitable contributions.
- Other duties as directed by the Executive Director.

QUALIFICATIONS

- Minimum of eight years of demonstrated track record and success in fundraising and development program work, preferably for a nonprofit organization, educational institution, or closely related experience, or as a consultant fundraiser for such entities.
- Experience identifying, cultivating, soliciting and closing major gifts (\$5k and up) from individuals; and experience with planned giving, appeals, and campaigns
- Ability to develop and execute a high-level, multi-tiered fundraising strategy across multiple constituencies.
- Demonstrated ability to manage a high level of responsibility and work independently.
- Exceptional verbal, writing, analytic and presentation skills as well as high emotional intelligence.
- Superior organizational skills, strongly detail-oriented with expertise in software and other tools needed to build an effective fundraising program.
- Proficiency with donor database systems (proficiency with Donor Perfect a plus), and understanding of Moves Management principles.
- Supervisory and program management experience.
- Excellent relationship-building skills and agility in building rapport with internal and external stakeholders.
- Marketing, communications, and event experience a plus.
- Bachelor's degree or higher, preferred.
- Must have a valid driver's license and own transportation.

ATTRIBUTES

- Strong passion for working lands and commitment to ASA's mission and success;
- Genuinely enjoys engaging donors and the fundraising process; and demonstrates a culture of appreciation and philanthropy;

- Inspires trust and is able to keep sensitive information confidential;
- Is able to work effectively in rural and urban communities;
- Strong work ethic and focused on success;
- Strategic thinker with a growth mindset;
- Demonstrates high integrity and commitment to goals;
- Demonstrates strong problem-solving attributes: drive, energy and creativity;
- Enjoys working alone and as part of a team;
- Exhibits an appropriate sense of humor, graciousness and genuineness.

Work Environment:

The position is located in Greenwich, NY. Typical hours are 9-5 Mon-Fri with flexible schedule options. Evening or weekend work is occasionally required. If preferred, the position can be hybrid with at least 2 days in the office each week (more during the 3-month probation period). Must be able to travel to site visits and meetings (mostly in Washington and Rensselaer counties and Capital Region) and the occasional conference/training.

Physical Factors:

Requires ability to work in different environments, including spending up to 8 hours in the office at a computer, on the phone or in meetings with intermittent walking, standing, bending, squatting, and climbing stairs. Requires ability to walk/hike on varied terrain on farms and in forests on occasion for certain donor meetings or ASA programming.

Compensation and Benefits: This position is full-time with benefits. Starting salary range is \$75,000 - \$90,000 range (non-negotiable) and is based on how well the candidate meets the qualifications. ASA offers health, dental, vision and life insurance; Cafeteria plan for dependent care and health care reimbursements; retirement contributions; paid vacation, sick and holiday time. Paid training and professional career advancement opportunities.

How to Apply: Email resume and cover letter to asa@agstewardship.org with “Director of Development” in the subject line, or mail to Agricultural Stewardship Association, 2531 State Route 40, Greenwich, NY 12834. No phone calls, no walk-ins, no recruiters. Position is open until filled.

Additional Information: Candidates must be prepared to provide at least three professional references and undergo a background check. 1st round interviews to be conducted in-person or via Zoom. Those invited to a 2nd round interview will be in-person.

ASA is an equal opportunity employer and encourages people of all backgrounds to apply, including (but not limited to) people of color, women, LGBTQIA+ individuals, veterans, people with differing abilities, and those with lived experience.