



Title: Development Manager

Summary:

At Fenner Conservancy, we connect people with nature through conservation, education, and stewardship. Located in the heart of Lansing, Michigan, we operate both the historic destination Fenner Nature Center which includes public nature interpretation, festivals, environmental programming, and venue rentals; and Fenner Nature Preschool which now includes two locations, one of which is the first all-outdoor preschool in Michigan. We rely on income from grants, donations, and program fees to support our ongoing services to the community.

The Development Manager is responsible for achieving donor-based fund development goals to advance the long-term financial sustainability of the organization. Key activities include leading the cultivation of relationships with supporters, identifying potential donors, soliciting donations, and managing acknowledgement and recognition of donations. Duties also include related fundraising and stakeholder development. Strong organizational support for the position includes an attainable fund development plan, a board-led Fundraising Committee, and an Executive Director with extensive fundraising and management experience.

This is an exempt, full-time position requiring a minimum of 40 hours a week. Scheduled work is generally within normal business hours, with occasional earlier mornings, evenings, and weekends required as needed. This position reports to the Executive Director. To apply, *submit a cover letter and resume* in PDF format to director@mynaturecenter.org

Compensation:

- Starting annual salary range based on qualifications: \$50,000.00 to \$55,000.00
- Performance-based lump sum bonus potential: 2% to 4% of annual salary
- Eligible for annual performance-based salary increases

Benefits:

- Paid Time Off including vacation, sick time, and holidays
- 403b retirement plan investment opportunity with employer partial match
- No-cost temporary disability insurance and life insurance
- Option for Health Insurance benefit (up to 50% of employee premium paid)

Duties & Responsibilities:

Fund Development (70%):

- Implement Fund Development Plan including donor development, solicitations, and related activities, such as annual seasonal appeals, ongoing solicitations, donor cultivation, etc.
- Collaborate with staff to identify and develop prospects and donors to increase fundraising capacity
- Manage recruitment and coordination of volunteers
- Manage donor database and donor communications
- Track and report fundraising activities and performance
- Secure donations to optimize lifetime value of donors to the organization

Strategic Development (20%):

- Collaborate with Executive Director and Fundraising Committee to set and achieve fundraising goals
- Assist with stakeholder relationship development to advance the organization's strategic goals
- Collaborate with staff and stakeholders on organizational activities

Other Duties (10%):

- Other duties and responsibilities as required and/or assigned.
- This Position Description does not include all tasks that may be completed in this position. Duties may be added, removed, or modified at any time.

It is Fenner Conservancy's policy to provide equal opportunities in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment to all qualified persons without regard to race, color, religion, gender, age, height, weight, national origin, mental or physical disability, sexual orientation, marital status, or veteran status in accordance with applicable federal and state laws.



Qualifications:

- Bachelor's Degree or equivalent required
- Minimum two (2) years of fundraising or related field experience required
- Three (3) or more years of professional fundraising experience preferred
- Supervisory and management experience preferred
- Ability to work in fast-paced collaborative environment
- Highly organized with ability to effectively multi-task
- Excellent communication skills, both written and verbal
- Quantitative reasoning and data management skills
- Proven record of successful relationship-based income generation

To Apply:

- *Submit a cover letter and resume* in PDF format via email to be considered for this position.
- Use the following email: director@mynaturecenter.org
- Inquiries regarding this position may be sent to the same address.

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*FENNER CONSERVANCY DEVELOPMENT MANAGER
POSTING DATE AUGUST 6, 2026*

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