



Organization: Woodland Dunes Nature Center and Preserve, Inc.

Position: Development Director

Date Posted: October 2025

Location: Two Rivers, WI

Supervisor: Executive Director

Duration: Full-time, Permanent, Salary

About Woodland Dunes Nature Center and Preserve: Woodland Dunes Nature Center and Preserve was founded in 1974. Our mission is to preserve and restore natural ecosystems through responsible stewardship, education, and community engagement ensuring that native habitats and wildlife thrive for generations to come. The Development Director is responsible for developing and building relationships to support and fund the programmatic goals of Woodland Dunes Nature Center and Preserve.

Principal Duties and Responsibilities: The Development Director is in a full-time, permanent position dedicated to advancing Woodland Dunes' fundraising initiatives. Key responsibilities involve developing and implementing a comprehensive fundraising plan that encompasses major gifts, membership programs, corporate and foundation partnerships, planned giving, and special events. The individual in this role will work closely with the Executive Director and Board to establish fundraising objectives and strategies that support the organization's mission.

The Development Director should possess excellent communication and interpersonal skills to effectively engage with donors and community members. Strong organizational abilities and attention to detail are essential for managing multiple fundraising initiatives simultaneously. The ideal candidate will be proactive, creative, and passionate about advancing the mission of Woodland Dunes through strategic development efforts.

Location: Position based at Woodland Dunes Nature Center in Two Rivers, WI with some regional travel required.

Start Date: January 2026

Compensation: Salary range is \$47000 to \$53000 per year commensurate with experience. Woodland Dunes offers employee health insurance, matching SIMPLE IRA and paid time off (PTO).

Successful applicant must:

- Develop and implement a comprehensive fundraising plan to meet or exceed the organization's annual revenue goals.
- Identify and cultivate major gift prospects, as well as corporate and foundation donors.
- Work closely with the Board of Directors, Executive Director and staff to develop fundraising strategies and goals.

- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- Strategic thinker with strong problem-solving skills.
- Have successful experience writing and reporting on grants.
- Have excellent verbal and written communication skills, including public speaking
- Have strong organizational skills, including planning events.
- Have a valid driver's license and a reliable personal vehicle or reliable transportation where mileage reimbursement is provided at the federal rate.

Desired Attributes/ Trainings/ Certifications:

- Bachelor's degree in business administration, nonprofit management or related field.
- Minimum of three years' experience in a development position, including experience with fundraising software and donor databases.
- Experience with a conservation or education organization is desirable.
- Ability to meet deadlines and set priorities.
- Able to participate in select evening and weekend events
- Facilitates comprehensive presentations of facilities and trails for donors and guests.
- Proficient in basic word processing, spreadsheet, and presentation software. Knowledge and proficient use of Google Workspace.

TO APPLY:

Candidates should email their resume and cover letter stating relevant experience, interest in Woodland Dunes Nature Center and Preserve and career goals. The application deadline is rolling.

EMAIL TO: hiring@woodlanddunes.org Please use the subject line "Development Director-your last name" when submitting your materials.

Woodland Dunes Nature Center is committed to a policy of equal opportunity for all employees. It is our policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees in a manner that will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest or conviction record, or any other basis prohibited by state or federal law.

Further, Woodland Dunes is committed to providing a productive work environment in which employees are treated with courtesy, respect, and dignity, and one that is free from any form of discrimination or harassment, including sexual harassment. Woodland Dunes prohibits and will not tolerate any form of unwelcome discriminatory or harassing behavior by employees, supervisors, visitors, vendors or volunteers.