

**Development and Events Manager**

# Objective/Role

Reporting to the Chief Development Officer (CDO), the Development and Events Manager is a key member of the fundraising team responsible for advancing Bluegrass Land Conservancy’s development goals by producing high-impact events, executing annual fundraising campaigns, managing donor systems, and contributing to donor cultivation and stewardship efforts. This role supports donor engagement across all giving levels—with particular attention to small and mid-level donors—and plays a pivotal role in executing the organization’s fundraising calendar, grants and events strategy, and data management systems.

This position requires a detail-oriented, creative professional who thrives in a collaborative environment and brings enthusiasm for conservation and relationship-building.

# Desirable Attributes

The ideal Development and Events Manager is a motivated, mission-driven professional who leads with integrity, creativity, and strategic focus. They possess strong interpersonal skills, a collaborative spirit, and the confidence to engage with diverse stakeholders – from donors and board members to community partners. This individual demonstrates sound judgment, proactive problem-solving, and a commitment to excellence with the ability to inspire trust, manage complex projects, and represent the organization with professionalism and enthusiasm. They have a deep-rooted passion for the mission and a results-oriented mindset that advances organizational goals while fostering meaningful relationships.

### Development Program Execution

* Support the CDO in implementing and enhancing all aspects of the fundraising program including annual campaigns, donor communications, corporate giving, and stewardship activities.
* Develops, maintains, and executes deliverables associated with the annual development calendar, including fundraising campaigns, events, and development related communications and in alignment with BLC goals and strategic plan.
* Works with the Operations and Office Manager to manage and maintain BLC’s donor database in a meticulous and organized fashion, including keeping updated records of donor details, recording of donations and pledges, and running reports for mailings, solicitations, and financial and development reporting as needed/requested.
* Works with the Operations and Office manager to create and maintain development and donation correspondence including thank-you letters, tax acknowledgements, campaign correspondence, and handwritten notes.
* Maintain and regularly update the development calendar and action plans for fundraising initiatives.

### Event Management

* Lead planning and execution of all fundraising and donor engagement events including the annual auction, awards dinner, and other events that may be beneficial to BLC.
* Collaborate with the CDO to design event experiences that elevate donor engagement, reflect the mission, and meet revenue goals.
* Oversee sponsorship acquisition and stewardship, growing relationships with corporate partners and ensuring delivery of benefits in partnership with CDO.
* Manage event budgets, logistics, vendor relationships, timelines, and post-event evaluations in coordination with CDO.

### Donor Stewardship & Community Management

* Work with the CDO to implement a comprehensive mid-level donor program focused on cultivation, retention, and recognition.
* Represent Bluegrass Land Conservancy at community and partner events across the region to build awareness and identify potential supporters.
* Assist in the design and implementation of donor stewardship strategies, including personal touchpoints, handwritten notes, and small cultivation gatherings.
* Provide staff leadership and coordination for the Friends of BLC Committee, supporting their engagement and activities.

**Communications and Marketing**

* Works with communications and events staff to coordinate community outreach efforts and community programs in relation to the development program.
* Supports outreach efforts, as needed, through event participation, newsletter review and input, and other activities as directed.

### Grants and Campaign Support

* Manages and executes BLC’s grants program, including drafting, finalizing, and submitting all grant applications, researching and identifying new grant opportunities, and maintaining relationships with existing and potential grantors in partnership with CDO.
* Participate in peer-to-peer fundraising efforts, online campaigns, and community fundraising opportunities such as community foundation giving days.

### Marketing and Communications Collaboration

* Work with communications staff to help maintain alignment development messaging across digital, print and social media platforms.
* Review and contribute to donor-focused materials such as newsletters, appeals, and case statements as requested.

### Other

* Bluegrass Land Conservancy is a cross-functional charitable organization in which all employees are expected to perform many tasks other than those for which they may be specifically hired. As an employee, you may need to perform additional cross-functional tasks as may be assigned from time to time.

# Qualifications

The Development and Events Manager will be thoroughly committed to Bluegrass Land Conservancy’s mission. He/she/they should have concrete demonstrable experience and other qualifications including:

* Minimum of 3-5 years of experience in fundraising, donor relations, nonprofit event planning, or other development related field.
* Bachelor's degree in a related field or equivalent work experience.
* Knowledge of the Bluegrass region and/or a passion for land conservation are strongly preferred.
* Strong interpersonal skills and ability to engage confidently with donors, partners, volunteers, and board members.
* Proficient in CRM/database management, with preference for experience in donor management platform.
* Flexible schedule with availability for evening/weekend events and regional travel.
* Ability to manage multiple priorities with attention to detail, impeccable organization and a collaborative spirit.
* Demonstrated experience in making cold calls as well as developing cultivation and solicitation strategies.
* Excellent verbal and written communication skills.
* A seasoned professional with a style of open communications, accountability, and engagement in generating ideas.
* A valid driver’s license.

# Other Details

#### Administrative Support

Limited. The BLC Operations and Office Manager is available to assist all employees as needed; however, this position should be prepared to handle his/her/their own correspondence, filing, records, and report formatting.

***Supervision***

Reports directly to the Chief Development Officer.

# Salary, Benefits, and Schedule

#### Location

* The Development and Events Manager may work out of the BLC offices in Lexington, KY or remotely from their home or other location, with an understanding that the demands of the job may include regular travel to Lexington or Louisville and across the region for meetings and events.

#### Salary

* Annual salary commensurate with experience, with starting range of $65,000 - $70,000.
* Salary increases based upon measurable development performance determined by the Executive Director and/or the Board of Directors.
* Year-end bonus and retirement contributions at the discretion of the Board of Directors.

#### Benefits

* Benefits include full employee health and dental insurance.
* Paid vacation, holidays, personal days, and sick days as detailed in the BLC Personnel Manual.

#### Schedule

* Full-time, salaried employment.
* The Development and Events Manager will be expected to attend events and meetings that occasionally occur during evenings or weekends.
* Flexible schedule and compensatory time off, at the approval of management.

Bluegrass Land Conservancy is an equal opportunity employer. We are committed to creating an inclusive workplace that promotes and values diversity. We strive for, encourage, and protect diversity in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective.

#### Please send cover letter and resume to Laura Otter at development@bluegrassconservancy.org. Applications accepted through July 14, 2025. Position will remain open until filled.