Position Description

Senior Development Officer

About Bonefish & Tarpon Trust

Bonefish & Tarpon Trust (BTT) is the science-based conservation organization dedicated to conserving bonefish, tarpon, and permit — the species, their habitats, and the larger flats fisheries they comprise — across the southeastern United States, the Gulf of Mexico, and the Caribbean. BTT pursues this mission through original research, habitat and water-quality advocacy, and education programs that engage anglers, guides, and coastal communities.

Position Summary

Based in Florida, the Senior Development Officer is BTT's lead frontline fundraiser for individual principal and major gifts. The role manages a portfolio of 100 to 150 major and principal gift donors and prospects, and is accountable for identifying, cultivating, soliciting and stewarding them toward larger and multi-year commitments.

Working closely with the Chief Development Officer, the CEO, board members and BTT's science and conservation staff, the Senior Development Officer will translate BTT's research and habitat priorities into compelling giving opportunities. The role will help launch BTT's Major Sponsor recognition program and play a key part in the comprehensive campaign.

The ideal candidate is a proven closer of five- and six-figure gifts who understands the angling and conservation community and can build lasting relationships with sophisticated, highly engaged donors.

Key Responsibilities

Major & Principal Gift Fundraising

- Manage a portfolio of 100 to 150 major and principal gift donors and prospects.
- Qualify new prospects through research, referrals, board introductions and event follow-up, and move them through a disciplined cultivation, solicitation and stewardship sequence.
- Meet face to face with donors and prospects on a regular basis, with regular travel throughout Florida and other key donor regions.
- Prepare and present tailored proposals, often with BTT scientists and program staff, that connect donor interests to specific research, habitat and education priorities.

- Secure multi-year pledges and recruit donors into the Major Sponsor recognition program, encouraging donors to commit to and complete higher giving levels.
- Identify planned-giving prospects and document legacy interest, supporting the future launch of a planned giving program.

Comprehensive Campaign

- Help build the gift pyramid, prospect pool and case materials for BTT's comprehensive campaign.
- Cultivate and solicit leadership and campaign gifts from assigned donors, in partnership with the CDO, CEO and board.
- Staff assigned board members and campaign volunteers, preparing them for donor visits and asks.

Moves Management & Data Discipline

- Maintain accurate prospect strategies, ratings, contact reports and pledge records in Raiser's Edge, with contact reports entered within three business days of each interaction.
- Report monthly on portfolio activity, pipeline, solicitations and revenue.
- Participate in regular portfolio reviews with the CDO.

Events and Stewardship

- Use BTT events, including the NYC Dinner & Awards Ceremony, the Florida Keys Dinner & Circle of Honor and Evenings of Conservation, to cultivate prospects, with timely personal follow-up.
- Partner with the Donor & Member Relations Manager to deliver personalized stewardship, including science briefings, impact reports and field experiences.
- Represent BTT at angling, conservation and community events.

Qualifications

Required

- At least five years of progressive fundraising experience, including three or more years carrying a frontline major-gift portfolio.
- A documented record of personally closing gifts of $100,000 or more, including multi-year commitments.
- Experience planning and executing donor cultivation and solicitation strategies with senior leadership and board volunteers.
- Excellent written and verbal communication, including writing tailored proposals and presenting science-based programs to donors.

- Proficiency with a donor database, preferably Raiser's Edge, and disciplined contact reporting.
- Willingness to travel approximately 40%, including some evenings and weekends.
- Bachelor's degree or equivalent experience.

Preferred

- Experience in conservation, natural resources or outdoor recreation-focused organizations.
- Personal familiarity with fly fishing, saltwater angling and the flats-fishing community.
- Campaign experience, including leadership-gift solicitation.
- Existing relationships with donors in Florida, the Northeast or other key BTT regions.
- Working knowledge of planned-giving vehicles.

Location
This position is based in Florida.

Compensation & Benefits
Salary is commensurate with experience and BTT's compensation structure. BTT offers a competitive benefits package consistent with its standard employee offerings.

To Apply
Interested candidates should submit a resume, cover letter, and a writing sample (foundation proposal or fundraising piece) to BTT's Chief Development Officer Will Johnson: will@bonefishtarpontrust.org for review. Applications will be reviewed on a rolling basis until the position is filled.

Bonefish & Tarpon Trust is an equal opportunity employer. BTT does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable law.