

GOLDEN GATE AUDUBON SOCIETY

Position Title: Development Director

Reports to: Executive Director

Location: Berkeley, CA

Golden Gate Audubon is dedicated to protecting Bay Area birds, other wildlife and their natural habitats. We conserve and restore wildlife habitat, connect people of all ages and backgrounds with the natural world, and educate and engage Bay Area residents in the protection of our shared, local environment. We have a staff of nine, an \$800,000 budget, an active Board of Directors, and many programs implemented by talented teams of volunteers.

The Position

The Development Director serves as the fundraising leader working collaboratively with the Executive Director and Board of Directors to increase the capacity of Golden Gate Audubon and achieve the organization's mission. The Development Director is primarily responsible for developing an annual fundraising plan and budget that aligns with the goals of GGA's strategic plan, and working with the Executive Director and Board to achieve these goals.

The ideal candidate will have management experience and a cross-section of fundraising skills and experiences. Because of the importance of communications, messaging and marketing to development, the Development Director will also work with the Executive Director to craft materials and communications for funders, the public, government agencies and community organizations. The Development Director currently supervises one part-time Development Assistant. Golden Gate Audubon has a talented and committed staff who each contribute to fundraising success. For example, all related program staff members take an active role in grant proposals and reports.

Key Responsibilities

- Management – Develop an annual fundraising plan and budget. Oversee the development department, including annual membership and donor fundraising and planned giving, as well as foundation, corporate and government grants. Work with the Executive Director to engage the Board of Directors in fundraising, both directly and through the Board Development Committee.

- Membership development – Work with the Executive Director to regularly communicate with and fundraise from members, including sustaining membership mailings, fundraising appeals, acknowledgement letters, electronic and other communications. Coordinate membership development activities, including the annual bird-a-thon fundraising event. Work with the Development Assistant and Volunteer

Coordinator to develop a suite of member benefits, including birding trips and educational programs.

➤ Individual donor development – Cultivate relationships with current and potential donors and work with the Executive Director to develop the individual donor program. Research and identify potential donors, manage individual donor mailings, and assist the Executive Director with donor outreach. Responsible for managing the donor database and supervising the Development Assistant in keeping the database updated. Coordinate donor appreciation.

➤ Planned giving – Work with the Executive Director and Board Development Committee to establish a planned giving program, including marketing materials and the development of appropriate prospects.

➤ Foundation fundraising – Manage current foundation grants, including ensuring compliance with all grant conditions and reporting requirements. Research new potential foundation grants. Develop relationships with foundation program officers and trustees. Keep GGA Board members informed about foundation contacts to take advantage of their own contact networks.

➤ Corporate fundraising - Manage current corporate grants, including ensuring compliance with all grant conditions and reporting requirements. Research new potential corporate grants. Develop relationships with corporate giving staff. Keep GGA Board members informed about corporate contacts to take advantage of their own contact networks.

➤ Government fundraising - Manage current government grants, including ensuring compliance with all grant conditions and reporting requirements. Research new potential government grants. Develop relationships with government grant managers. Keep GGA Board members informed about government contacts to take advantage of their own contact networks.

➤ Special events – As part of the annual fundraising plan created in partnership with the Executive Director, manage all GGA fundraising events. This includes supervising the Development Assistant, who is primarily assigned to organize the annual bird-a-thon event. Besides the bird-a-thon, GGA currently does not have a large annual fundraising event, but instead hosts several small events. With further growth, it is possible that a large annual event might be planned.

➤ Communications – Provide input to the Executive Director, Development Committee, Communications Committee and Conservation Committee for the creation of effective marketing materials, including donor packets, logo and website, electronic blogs and social media sites, brochures, banners and other branded products.

Compensation and Benefits

➤ We offer excellent benefits and salary commensurate with experience.

The Candidate

Education and Experience

- Bachelor's degree or equivalent
- Five years of progressively responsible experience in nonprofit fundraising and development or equivalent. Business experience is also considered
- A cross-section of training and/or experience in membership programs, donor development (including planned giving), grant writing, grant management and reporting, event planning, database management and budgeting
- Demonstrated fundraising success
- Strong personal organizational skills and ability to manage complex time deadlines
- Familiarity with PC applications, including Microsoft Office programs
- Must have own car and valid driver's license. Mileage allowance provided.
- Personal Traits – commitment to successful fundraising, good sense of humor and willingness to play well with others in the spirit of cooperation

Additional Desirable Qualifications:

- Enthusiasm for conservation, birds and wildlife
- Familiarity with local Bay Area and/or California government agencies, environmental organizations and funding community.

The Process

- Email resume, cover letter, writing sample and salary requirements to mwelther@goldengateaudubon.org. Refer questions in writing to the same address. No phone calls, please.
- Applications will be reviewed as they are received and accepted until the position is filled.