

## DEVELOPMENT DIRECTOR

The San Francisco Bay Bird Observatory (SFBBO) seeks a Development Director. This full-time position is based in Milpitas, CA.

SFBBO is a non-profit 501(c)3 organization dedicated to the conservation of birds and their habitats through science and outreach, and contributing to informed resource management decisions in the San Francisco Bay Area. Our Science Programs focus on providing data driven recommendations for land management to address local conservation challenges, and our Outreach Program strives to connect people with local avian science and conservation initiatives.

The Development Director will work with the Executive Director and program staff to maintain SFBBO's Science and Outreach Programs funding and expand unrestricted funding sources. Additionally, the Development Director will be responsible for developing new sources of income from individual donors, corporations, and foundations. The Development Director will report to the Executive Director.

## KEY DUTIES & RESPONSIBILITIES

1. Conducts research to identify new individual, foundation, and corporate sources of restricted and unrestricted funding.
2. Establishes short- and long-range fundraising goals through development of an annual fundraising plan and contribution to the strategic planning process.
3. Develops, coordinates, and implements new corporate and major donor programs; coordinates with and supports Board of Directors fundraising efforts.
4. With the support of program staff and Executive Director, prepares, submits, and tracks status of grant proposals and reports.
5. Maintains regular correspondence with foundations, donors, and members; works with Executive Director to write fundraising letters and appeals; coordinates Annual Fundraising event and develops other events to recruit and cultivate members and donors.
6. Develops and maintains SFBBO's funding database; generates queries, reports, exports and any other data as needed to support fundraising efforts.
7. Oversees the creation of communications and marketing materials such as the annual report, brochures, and general PowerPoint Presentations; produces content for the quarterly newsletter, monthly electronic newsletter, and website.
8. Supervises fundraising staff and volunteers (part-time Outreach Coordinator and volunteer Membership Coordinator).

## QUALIFICATIONS

- 3 – 5 years of nonprofit fundraising/development experience, preferably with significant foundation and/or major donor experience. Experience with environmental non-profits a plus.
- Outstanding oral communication skills and experience speaking at public events.
- Excellent written communication, research, and organizational skills.
- Experience with fundraising databases and donor tracking programs.
- Familiarity with the environmental sciences, and a passion for informed conservation through science. Background in avian science a plus.
- The ability to work well under pressure and be able to handle several projects at one time, as well as patience, humor, and energy.

Salary is dependent on qualifications and experience. SFBBO offers a competitive benefits package with health care, dental, and vision coverage, plus 20 days paid time off/year. Some weekend and evening work may be required.

To apply please submit a cover letter and resume to Executive Director Jill Demers at [jdemers@sfbbo.org](mailto:jdemers@sfbbo.org). Review of applications will begin immediately. Application deadline is December 31, 2009.

For additional organizational information, please see our website at [www.sfbbo.org](http://www.sfbbo.org). SFBBO is an Equal Opportunity Employer.