



## JOB OPPORTUNITY: DEVELOPMENT MANAGER

Release Date: March 12, 2021

Start Date: As soon as possible

San Diego Audubon Society (SDAS), a non-profit organization working to promote the protection and appreciation of birds, other wildlife, and their habitats in San Diego County, seeks a highly motivated individual passionate about our mission to serve as the organization's Development Manager. If you're an excellent writer and editor, super-organized, and skilled at project management, we want to hear from you.

The Development Manager will play a critical role in ensuring SDAS generates the revenue needed to execute and report out on our work. You will fill a critical administrative role by developing and utilizing the tools needed to find, coordinate, write, and submit funding requests with support from our managers and directors. At times, the Development Manager will need to act as an ambassador for SDAS to meet and steward donors and clearly communicate the mission and core initiatives. The Development Manager will report directly to the Executive Director and work closely with the entire staff and Board of Directors.

### **Executive and Administrative Support (20%)**

- Develop, schedule, and track donor stewardship and solicitation actions for the Executive Director
- Prepare reports and assist in donor correspondence for the Executive Director
- Support the Executive Director's major gifts and planned giving programs
- Develop reports and documents for the Board of Directors and committee meetings
- Assist the Executive Director with development related administrative tasks and special projects

### **Grants Management (30%)**

- Research and prepare grants, including writing proposals and developing budgets
- Manage grant tracking system and administer grants
- Guide and support staff with grant proposals, execution, and reporting
- Manage interim and final reporting requirements of awarded grants

### **Donor Management and Events (30%)**

- Assist in implementing membership campaigns, appeals, and fundraisers
- Establish and maintain donor database including data input, queries and reports to generate targeted communications
- Execute donor communications including thank yous, tax receipts, and responding to donor inquiries and requests

- Manage all development-related events, including planning, budgeting, venue selection and coordination, invitations, communications, registration, and volunteer management

### **General Fund Development and Organization Duties (20%)**

- Develop and maintain a development calendar to track and coordinate donor meetings, grant deadlines, campaigns, and other development activities
- Improve systems and tools used for fund development
- Support with monthly development reporting and fiscal year end budgeting process
- Build and maintain proficiency in the history, programs, and major initiatives of SDAS
- Stay informed of updates in philanthropy and fund development and report to Executive Director
- Update website and create donor related e-newsletters and single-subject eblasts as needed
- Manage projects, inbox, and calendaring tools regularly to guide actions

### **Desired Skills & Qualifications**

- Deep commitment and passion for the conservation of birds, other wildlife, and their habitats
- Excellent written and editing skills required
- Very organized, able to set priorities and execute multiple projects at once
- Professional experience in the development field
- Grant writing and management experience
- Advanced proficiency with office productivity software and donor tracking databases
- Ability to work independently and enjoy detail-oriented tasks
- Skilled at project management and coordinating with others to support project completion
- Hard working, self-motivated, flexible, and able to work in a team setting

### **Other Job Requirements**

- Must be able to work occasional evenings and weekends as needed

### **Salary, Benefits & Terms**

This is a full time (40hr/wk), non-exempt position with a wage range of \$22 to \$25 per hour, commensurate upon experience. We are committed to providing an inclusive work environment, including flexible work schedules, telework options, family sick leave, 100% healthcare premium, generous vacation and holiday time, and SIMPLE-IRA 3% matching retirement benefit after the first calendar year of employment. Benefit details provided by request.

### **Equal Employment Opportunity Employer and Statement on Diversity**

San Diego Audubon Society is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, or other applicable legally-protected characteristics. San Diego Audubon is committed to building a diverse and inclusive environment reflecting the diversity of our community in its board, staff, volunteers, and members and ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals

### **How To Apply**

Email cover letter and resume as a single PDF to kemnitz@sandiegoaudubon.org with “Development Manager” in the subject line. Applications without a cover letter will not be considered. Applications in other formats, such as Word documents, will also be accepted. No phone calls, please.

Applications will be reviewed on a rolling basis and the position may be filled at any time.