



JOB OPPORTUNITY: **DIRECTOR OF DEVELOPMENT**

Release Date: January 12th, 2023
Start Date: As soon as possible
Reports to: Travis Kemnitz, Executive Director
Job Status: Full-Time, Salaried Exempt
Salary Range: \$70,000 to \$80,000

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 Director of Development. If you're ready to help us reach new heights and an excellent fundraiser, writer and editor, super-organized, and skilled at project management, we want to hear from you.

The Director of Development will play a critical role in ensuring SDAS generates the revenue needed to execute its dynamic programming, build our endowments, and hit our growth goals. You will fill a critical leadership and administrative role by cultivating a culture of philanthropy, setting strategic development priorities, executing development activities and celebrating our generous donors. At times, the Director of Development will need to act as an ambassador for SDAS to meet and steward donors and clearly communicate the mission and core initiatives. The Director of Development will report directly to the Executive Director and work closely with the entire staff and Board of Directors.

Duties & Responsibilities

Management and Org-wide Leadership (Ongoing)

- Manage the Events and Outreach Coordinator and a part-time Grant Writer.
- Set the overarching fundraising strategy, establish and achieve annual performance metrics and enhance processes and tools as needed.
- Monitor and report on fundraising progress and donor stewardship.
- Oversee and coach staff in development efforts including grants, events, campaigns.
- Build a culture of philanthropy by offering training and support to the Board and staff.
- Monitor key fundraising trends and issues and communicate their implications to the ED, colleagues and board.
- Create and coordinate communications strategies with Communications Manager.

Executive and Administrative Support (20%)

- Develop, schedule, and track donor stewardship and solicitation actions for the Executive Director.
- Support the Executive Director's major gifts and planned giving activities.
- Assist the Executive Director with development related tasks and special projects.

Grants Management (30%)

- Oversee corporate and foundation grants program and ensure compliance and reporting adherence for public and private grants.
- Develop effective grant strategies in partnership with ED and program leads.
- Build deeper connections with community foundations and Audubon network to expand funding and partnership opportunities.
- Enhance and oversee the grant management process, including:
 - Research and preparation of grants, including writing proposals and developing budgets
 - Grant tracking system and administer grants
 - Reporting requirements of awarded grants
 - Guide and support staff with grant proposals, execution, and reporting.

Donor Management and Events (30%)

- Lead membership campaigns, appeals, and fundraisers.
- Write and manage all donor communications including thank yous and responding to donor inquiries and requests.
- Engage and empower Board, staff and volunteers in development activities with coaching, tools, and recognition.
- 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%)

- Support with transition to new donor database (NEON One) and execute data input, queries and reports to generate targeted communications.
- 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.
- Manage the monthly development reporting, annual report, and fiscal year end budgeting process.
- Build and maintain proficiency in the history, programs, and major initiatives of SDAS.
- Update website and create donor related e-newsletters and single-subject eblasts as needed.
- Perform other duties as assigned.

Desired Skills & Qualifications

- Deep commitment and passion for the conservation of birds, other wildlife, and their habitats.
- 3+ years of professional experience in nonprofit fundraising and event management with proven results and achievement in campaign development and major gifts
- 2+ years supervisor experience
- Bachelor's or higher preferred; certificate in Fund Raising Management preferred
- Excellent written and editing skills required
- Very organized, able to set priorities and execute multiple projects at once
- Grant management and writing experience
- Advanced proficiency with office productivity software and donor CRM is required, NEON preferred.
- 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
- Able to pass a background check
- Fully COVID vaccinated

Salary, Benefits & Terms

This is a full time (40hr/wk), salaried exempt position with a wage range of \$70,000 to \$80,000 per year, 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 “Director of Development” 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.