

# Development Director Job Description

December 2017

Location: Truckee/South Lake Tahoe, CA



SIERRA NEVADA ALLIANCE

*Keeping light in the range.*

## Organization Description:

Since 1993, the Sierra Nevada Alliance has been protecting and restoring Sierra lands, water, wildlife, and communities. Our mission is to protect and restore the natural resources of the Sierra Nevada for future generations while promoting sustainable communities. We have more than 50 conservation-focused Member Groups that work in the 400-mile mountain range. We provide resources and networking opportunities to regional conservation groups, implement the Sierra Nevada AmeriCorps Partnership Program, and advocate on behalf of “The Range of Light.”

## Location:

Truckee or South Lake Tahoe, California. The Sierra Nevada Alliance has offices located in Truckee and South Lake Tahoe, CA. The Sierra Nevada is a wonderful place to live, work, explore, and play. Hiking, biking, skiing, snowboarding, fishing, paddling and more are right out our door. The Alliance’s flexibility allows employees to live and work in Truckee or the surrounding Lake Tahoe Area.

## Position Description:

This position is a contract position offered at \$29/hour, part-time, at 20 hours per week, through June 30<sup>th</sup>, 2017. The position will be extended and possibly transitioned to staff based depending on available funds raised. The Development Director, working closely with the Executive Director, is responsible for the development and implementation of a comprehensive fund development program that procures financial resources for the work of the Alliance. They are responsible for leading the organization’s grant program, individual donor, major donor, fundraising events, and Member Group programs. The Development Director works on all organizational fundraising efforts. They will design, implement, and analyze all fundraising activities, including but not limited to: major donor cultivation and solicitation, grant writing and research, donor research, direct mail, membership management and cultivation, and planned giving. **This position reports to the Executive Director.**

### **Responsibilities and Activities:**

- Work with the Executive Director to implement the Alliance Development Plan and fundraising strategies to at least meet annual goals.
- Lead grant research, writing, and submittal working with Executive Director and Program staff
- Manage donor database and oversee the tracking of all development pledges, income, thank you letters and reporting requirements.
- Lead direct mail program, including renewals and special campaigns for increased member base, renewal rate and fundraising goals.
- Organize fundraising events, activities, and programs for members, donors, and the community from development to implementation to follow-up.
- Solicit gifts from individuals and businesses.
- Research and identify new donor, business and sponsorship prospects.
- Work with the Executive Director to manage board members' volunteer activities to raise funds, including cultivating donors and making solicitations.
- Continue to increase the sophistication and effectiveness of direct mail renewal, thank you letters and special campaigns.
- Take advantage of cause-related marketing activities and advertisements as excellent opportunities arise.
- Effectively articulate the organization's programs and activities.
- Maintain knowledge of land conservation issues and current projects.
- Represent the Alliance at events as requested, including occasional evening and weekends.
- Other tasks as assigned.

### **Required Qualifications:**

- Must embrace the mission of the Sierra Nevada Alliance.
- Minimum of three (3) years experience development (fundraising/donor relations), including highly developed fundraising research, writing, editorial and messaging of fundraising requests.
- Excellent written and oral communication skills.
- Proficiency with computers, including Microsoft Office Suite and the Internet.
- Good telephone skills.
- Highly organized with attention to detail.
- Strong logistical and organizational skills.
- Ability to work well with other staff.
- Skill in managing multiple tasks. Ability to lay out work tasks, identify resources to complete projects, leverage human and financial resources, focus his/her own work, and complete tasks on time, on budget and of a high quality.

- Independent, motivated and able to work under pressure with frequent deadlines and under limited supervision.
- Ability to travel throughout region via automobile up to 10% of time approximately four times per year. Must possess a valid state drivers license.
- Occasional lifting of up to 25 lbs.
- Computer use, keyboard entry and mouse manipulation of up to 8 hours per day.
- Appreciation and respect for the Sierra Nevada Alliance mission.
- Must not have a criminal history that precludes the applicant's ability to work with an AmeriCorps Program.

### **Desired Qualifications**

- Bachelor's degree and or equivalent experience in fundraising, business, planning, marketing, public outreach, natural resources, or related field.
- Outgoing and friendly personality with the ability to meet new people easily.
- A strong commitment and enthusiasm for land conservation, specifically, the mission, goals, and values of the Alliance.
- Appreciation of diverse views.
- Self-starter and able to work independently or as part of a team.
- Intermediate proficiency level with MS Office Suite software and fundraising/ donor database programs, especially Salesforce.

### **Physical Requirements**

- Requires ability to sit up to 8 hours per day with intermittent occasional walking, standing, bending, squatting, and climbing stairs.
- Occasionally may be required to lift items up to 40 pounds to a height up to 3 feet.
- Occasionally may be required to carry items up to 40 pounds for distances up to 10 feet and up to 10 pounds for distances up to 500 feet.
- Occasionally may require hiking short distances on uphill or uneven terrain.

To apply, please send a resume and cover letter to Jenny Hatch, [jenny@sierranevadaalliance.org](mailto:jenny@sierranevadaalliance.org).