



Director of Development

Job Summary:

The Director of Development works closely with the Chief Marketing & Advancement Officer (CMAO) and the President/CEO of Crystal Cove Conservancy (CCC) and is responsible for developing, directing, and implementing the comprehensive fundraising plans of the organization. This includes, but is not limited to, donor identification, cultivation, solicitation, and stewardship of individual and recurring gifts, as well as foundation, corporate, and government support that will fulfill all aspects of Crystal Cove Conservancy's multifaceted mission.

This position supervises and oversees all fundraising campaigns and fundraising initiatives of CCC. This position requires managerial and leadership skills, and includes the supervision of one or two Development Team staff members. The Director of Development must be results driven and provide excellent customer service and is an advocate for CCC while interacting with the public to advance the organization's mission. It is expected that revenues raised will increase in future years as the Director of Development systematically and effectively strengthens the organization's overall fundraising capacity.

Essential Duties & Responsibilities:

- + Work with CMAO and President/CEO to develop/update and implement a comprehensive development strategy and research and identification of funding opportunities for individual, foundation, corporate, and government support
- + Lead annual grant submission process, develop and track proposals and reports for all foundation and corporate fundraising
- + Manage the implementation of CRM/donor database and oversee staff responsible for data entry and gift processing
- + Support the development and management of activities and initiatives to nurture and grow our base of supporters (including individuals and institutions)
- + Support event revenue and sponsorships as required and assist with/attend selected fundraising events as needed (some nights and weekends, indoor and outdoor)
- + Coordinate and conduct meetings as needed (in person/online/telephone) with donors, prospects, volunteers and key constituencies
- + Manages the stewarding of donors through the complete cycle of fundraising, including development of prospects, making asks, closing contributions and ensuring donor and institutional obligations are fulfilled
- + Maintain up-to-date reports on progress of all funding opportunities and activities; execute all phases of the fundraising cycle effectively and efficiently
- + Work with the entire development team and ensure an integrated approach to all fundraising strategies and activities
- + Accountable for the design and implementation of annual appeal programs (3 currently) and cultivate targeted individual, corporate and foundation philanthropic support.

Updated: 8/22/22

Allocation of Responsibilities

- 35% Institutional giving focus
- 20% CRM and donor database management
- 20% Campaign (annual giving) focus
- 15% Advancement/development strategy and planning
- 10% staff supervision/management and administration

Qualifications:

- + Bachelor's degree required; Certified Fund Raising Executive (CFRE) certification a plus
- + 5-7+ years nonprofit experience
- + Expertise with CRM software (like Little Green Light, Salesforce.org, or Raiser's Edge)
- + Tangible experience and successful track record in all aspects of nonprofit development and fundraising, and of having expanded and cultivated existing donor relationships over time
- + Exceptional organizational skills are a must
- + Strong written and verbal communication skills
- + Superior relationship-building skills, including poise, diplomacy, and the ability to engage diverse constituencies
- + Able to pinpoint problems AND suggest solutions
- + A entrepreneurial work ethic and a desire to "get the job done"
- + Team-player who is collaborative, positive, and supportive
- + Ability to prioritize, multi-task, and follow through with minimal direction
- + Expertise using Microsoft Office (Word, Excel, PowerPoint, Outlook)
- + Ability to think creatively, act strategically and be success oriented

Status:

Full-time, 40 hours per week.

Compensation:

Negotiated, depending on qualifications.

Reports to:

Chief Marketing & Advancement Officer

Location:

Crystal Cove State Park Historic District with flexibility for remote work a portion of each week.

Physical Requirements:

Due to the location of The Conservancy and CCMC's offices, this is a position that requires certain physical abilities. Special accommodations will be made if needed.

Crystal Cove Conservancy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, age, disability, gender identity, gender

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expression, or genetics. Members of groups that have faced historic barriers to environmental access are highly encouraged to apply.