



## Director of Development

Full-time

### **About Crystal Cove Conservancy:**

Crystal Cove Conservancy (The Conservancy) is the nonprofit public benefit organization dedicated to the protection, preservation, and sustainability of Crystal Cove State Park, located on the traditional and unceded lands of the Acjachemen and Tongva Tribal Nations.

Rooted in saving this rare piece of California's natural resources and cultural history, Crystal Cove Conservancy and California State Parks have worked together to develop a unique social enterprise model. Crystal Cove Conservancy, the contracted nonprofit partner to Crystal Cove State Park, and Crystal Cove Management Company (CCMC), a wholly owned subsidiary of Crystal Cove Conservancy and the contracted concessionaire to Crystal Cove State, work together to create equitable opportunities for access to the coast and coastal accommodations. The Conservancy and CCMC leverage revenues earned in the concession operations to further The Conservancy's primary mission to develop and implement innovative educational programs that engage K-12 students and community members in place-based conservation that restores and protects miles of precious California coastline and thousands of acres in the backcountry. By cultivating the next generation of scientists who will care for public lands and promote access for historically excluded communities, The Conservancy, with its for-profit partner, Crystal Cove Management Company, is working to ensure that Crystal Cove, and as importantly, places like it, are protected for generations to come.

Please visit our website at [www.CrystalCove.org](http://www.CrystalCove.org) to learn more.

### **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

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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 Customer Relationship Manager (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.

### **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

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- + 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:** \$60,000 - \$90,000 a year.

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

**To apply, please submit a cover letter and resume to Charlie Van Vechten at [charlie@crystalcove.org](mailto:charlie@crystalcove.org).**