



JOB ANNOUNCEMENT

Director of Membership & Giving

Los Padres ForestWatch, one of the leading land and wildlife conservation organizations along California's central coast, is seeking a Director of Membership & Giving to build support for protecting the Los Padres National Forest and other public lands throughout our region.

This position will provide leadership, strategic direction, and implementation of a fundraising plan as our small but effective organization enters its second decade of land conservation. This full-time position is based in Santa Barbara, California.

Description

The Director of Membership & Giving works with the Executive Director, the Board of Directors, and other team members to establish and execute a fundraising program that is creative, innovative, effective, and appropriate to the organization's mission and fundraising goals. The position ensures the long-term viability of Los Padres ForestWatch by overseeing most fundraising and membership activities, and reports directly to the Executive Director.

Primary responsibilities include managing our major donor program; securing foundation grants; organizing fundraising events; growing our membership; creating and implementing planned and corporate giving programs; establishing an endowment; and annual budgeting for the development program. Specific duties include:

- Develop, coordinate, and implement strong, effective and sustainable fundraising strategies and activities guided by best practices, appropriate metrics, and continual evaluation and refinement.
- Personally cultivate and solicit major gifts and assist the Executive Director and Board of Directors with major donor outreach. Establish and maintain regular personal contact with existing major donors, research and identify new donor prospects, schedule meetings and events, and maintain accurate and detailed donor records.
- Plan and oversee cultivation, fundraising, and outreach events in Santa Barbara, Ventura, and San Luis Obispo counties with assistance from other staff, the Board of Directors, and volunteers.
- Create, manage and implement appeals, solicitation letters and acquisition campaigns in conjunction with online, mobile, email and social media marketing tools, crowd-funding, and other emerging technologies.

- Research potential grant opportunities, prepare and submit letters of inquiry and full proposals, cultivate relationships with foundation staff, and prepare timely grant reports.
- Work with other staff, volunteers and consultants to develop a communications plan for member acquisition and donor stewardship, including publications, email communications, presentations, proposals, internet content, and social media.
- Monitor and improve systems to organize and track prospects and donors, maintain donor information and database files, and ensure the timely acknowledgment of gifts and pledges.
- Research strategic partnership opportunities, focused particularly on individual donors, foundations, and corporate giving, and develop priorities and methods to solicit and steward these target groups.
- Assist with budget preparation, carefully monitor the attainment of development goals, and provide income information for annual budgeting process.
- Expand our planned giving program and grow an endowment to sustain the organization in the long term.
- Advise the Board of Directors on fundraising opportunities and strategies, work with board members to ensure implementation of the development plan, and attend and provide reports for Board meetings as requested.

Essential Qualifications and Skills

The ideal candidate will possess a strong background in innovative development programs with at least 3-5 years of demonstrable success in fundraising and member engagement in nonprofit or similar environments. He/she will have a proven track record of building a comprehensive fundraising program that sets and achieves ambitious goals. He/she will possess the personal energy, enthusiasm, and drive to engage and motivate staff, volunteers, and potential donors. The candidate will have a track record of personally cultivating and soliciting major gifts, foundation grants, and corporate giving.

This position requires stellar writing, research, presentation and analytical skills with a meticulous attention to detail. She/he must be highly organized and be able to shift from big-picture thinking to details execution, while maintaining momentum on multiple projects. The candidate must be able to plan and prioritize her/his workload across short-term and long-term needs, and to carefully track and meet goals and deadlines.

Proficiency in MS Word, Excel, PowerPoint, and donor management systems are a must. The candidate must be flexible and adaptable to learning and understanding emerging technologies, and have a passion for new media including mobile marketing and crowd-funding.

Basic knowledge of, experience in, and deep-rooted passion for environmental advocacy and conservation, public lands issues, and top environmental threats is preferred.

Salary and Benefits

Salary is commensurate with experience and comparable to that of other nonprofits in the region. ForestWatch offers an excellent benefits package, including employer-paid medical insurance, a generous paid vacation package, and a 403(b) retirement savings plan.

Application Procedure

To apply, please send your cover letter and resume with contact information for 3 professional references to jobs@LPFW.org. Due to the volume of applicants, only those considered for an interview will be contacted. No phone calls, please.

Applications will be reviewed on an ongoing basis until the position is filled.