



JOB ANNOUNCEMENT

Development Associate

Los Padres ForestWatch, one of the premier land and wildlife conservation organizations along California's central coast, is seeking a full-time Development Associate. The position will assist the Director of Development in achieving fundraising goals and will coordinate a fun and dynamic lineup of events throughout the year to connect, engage, and inspire our members and residents throughout the region.

Our work spans 220 miles of some of California's most spectacular landscapes, from the famed Big Sur shoreline to the rugged backcountry of Santa Barbara, Ventura, and San Luis Obispo counties. We protect these lands from development, mobilize volunteers to clean up trash and restore wildlife habitat, and engage underserved youth and their families to build connections with nature and inspire the next generation of conservation leaders. The Development Associate will help us propel our successful 20-year track record of meaningful, long-lasting achievements.

ForestWatch welcomes diversity and is committed to creating an inclusive and equitable work environment for all employees that encourages and celebrates differences. ForestWatch's staff and Board strive to incorporate inclusive practices in the performance of all duties and responsibilities, on a consistent and ongoing basis, and continually work to increase awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.

Overview of Position

The Development Associate will play a critical role in supporting the development team's efforts to achieve fundraising goals. The position will focus on planning and implementing fundraising, stewardship, and educational events including large and small donor gatherings, webinars, trivia nights, house parties, film screenings, and other mission-driven events and will also assist in donor engagement and management. Additionally, the Development Associate will work in coordination with other ForestWatch staff to engage our supporters and the general public.

The position requires a strategic and creative combination of fundraising, data management, event planning, volunteer coordination, marketing, donation solicitation, and technical knowledge of donor management systems (Salesforce). In addition, the Development Associate

will produce and deploy traditional and social media to market and promote events amongst our members, supporters, and the general public, and will oversee an event planning committee, intern, and volunteers as appropriate.

Responsibilities

The Development Associate works with the Director of Development and other team members on a combination of event coordination, fundraising, and education and outreach as follows:

Event Coordination (55%)

In collaboration with the Director of Development, program staff, and board, develop, oversee, and implement a strategic and comprehensive events strategy to further the organization's mission.

- Work with the Director of Development, Executive Director, Board, and planning committee to coordinate and lead all aspects of our fundraising and stewardship events.
- Assist Director of Development in producing a portfolio of fun, inspiring, and mission-driven events throughout the year.
- Manage the annual events budget and work to increase revenue over time.
- Work with the Director of Development to solicit corporate partnerships/sponsorships, identify new sponsor prospects, and build relationships with existing sponsors/partners.
- Solicit and secure auction donations from local businesses and individuals, gather collateral, write engaging descriptions of auction items to maximize bids, and input auction item information into online event platform.
- Recruit and manage event committees and coordinate event volunteers.
- Work with our graphic designer to produce and mail event invitations and promotional materials and assist with marketing events across various print and online platforms as part of an overall marketing strategy.
- Manage RSVPs and promote events to ensure robust attendance.
- Manage vendors, acquire liquor licenses, and coordinate in-kind donations with businesses to ensure event needs are fulfilled.
- Communicate with winning bidders to arrange payment and pickup/shipment of items.
- Maintain database of auction donors, auction items, sponsors, and event attendees.
- Provide post-event reports including financial analysis, donor overview, and recommendations to enhance future events.
- Team up with local businesses and organizations to create brand partnership events (tabling opportunities, donations, fundraising events).

Fundraising and Development (35%)

Support Director of Development in achieving fundraising goals, documenting fundraising activity in the donor database (Salesforce), and producing acknowledgement and thank you letters.

- Support all gift tracking and ensure the timely acknowledgment of donor gifts.
- Develop new acknowledgment letters as needed.
- Complete donation processing and updates to the donor database (Salesforce) in a timely manner.
- Support Director of Development with ongoing Salesforce maintenance, ensuring accurate contact management, donor segmentation, and stewardship planning.
- Assist Director of Development with identifying new funding opportunities by conducting research on individual donors, family foundations, and corporations.
- Assist in developing and implementing fundraising campaigns, including direct mail and online giving.
- Assist with overall donor engagement and relationship management as needed.

Other Community Outreach and Engagement (10%)

- Assist with tabling at a variety of community events throughout the year.
- Help ensure that all aspects of our development program continually reflect and embrace principles of diversity, equity, and inclusion.
- Complete special projects and provide support to the fundraising and program team as needed.

Qualifications

- Strong personal connection and commitment to land and wildlife protection, along with a desire to contribute meaningfully to a worthwhile cause.
- A proactive learner who thinks critically, identifies solutions, and demonstrates leadership within the team.
- Ability to carefully track and meet goals and deadlines, with energy, enthusiasm, and drive to meet and exceed personal and organizational objectives.
- Experience with planning and implementing events and managing event budgets.
- Experience with individual giving, gift solicitation, and relationship-building.

- Ambition to work independently and be accountable to others as part of a team.
- Highly organized with an ability to shift from big-picture thinking to details execution while maintaining momentum on multiple projects.
- Excellent writing and communications skills with the ability to craft clear and compelling donor communications.
- Fluent with online and social media marketing and engagement strategies.
- Experience with donor management databases (preferably Salesforce) and online fundraising platforms.
- Knowledge of software and platforms including Wordpress, PayBee, Canva, Microsoft and Google suites, social media, and email communications systems, with flexibility to learn and implement emerging technologies and best practices.
- Reliable transportation for travel to key locations such as Santa Barbara, Ojai, and San Luis Obispo.
- Ability to lift up to 40 pounds.

Compensation

The salary range for this position is \$65,000-\$75,000 and may be adjusted commensurate with experience. ForestWatch offers an excellent benefits package including 100% employer-paid health insurance with top-tier coverage plus dental and vision benefits, a flexible office and remote hybrid schedule, a generous paid holiday and vacation package, and a 403(b) retirement savings plan. Employees also enjoy significant pro discounts from leading outdoor apparel and equipment companies, and an opportunity to make a meaningful difference in the health of our parks, open spaces, climate, and communities.

Application Procedure

To apply, send a cover letter describing your qualifications and your personal connection and commitment to land and wildlife conservation, along with your resume, and three professional references to jobs@LPFW.org, with the subject: Development Associate Position. All materials should be combined into a single pdf document. Applications will be accepted until January 20, 2025 with the expectation to have the position filled by March 1, 2025. No phone calls, please.

Los Padres ForestWatch is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.