



COMMITTEE FOR
GREEN FOOTHILLS

Job Announcement Development Manager

Committee for Green Foothills
Palo Alto, CA

About the Organization:

Since 1962, the Committee for Green Foothills (CGF) has played a vital role in protecting much of the open space and natural beauty we now treasure on the San Francisco Peninsula. Through grassroots activism, education and advocacy, CGF works to protect and preserve the hills, forests, creeks, wetlands, and coastal lands of San Mateo and Santa Clara counties. CGF is a small nonprofit organization with a current staff of four, an active board of 15, and an annual operating budget of \$400,000. We are co-located with other environmental organizations at the Peninsula Conservation Center on East Bayshore off Highway 101 in Palo Alto.

About the Position:

CGF is seeking a Development Manager (DM) to coordinate and grow the organization's annual development program, working closely with the Executive Director and the Board of Directors. The ideal candidate shows a demonstrated commitment to the environment and has experience in fundraising with a desire to oversee the entire cycle of development activities.

The DM is responsible for managing and coordinating the creation and execution of the Committee for Green Foothill's annual development plan, in collaboration with the Executive Director (ED), Development Committee and Committee for Green Foothills Board of Directors as well as conduct special fundraising projects as required.

Desired Experience, Education and Personal Qualities:

- Demonstrated experience in fundraising and creative program innovation
- Commitment to environmental and/or nonprofit work
- Self-directed, energetic, collaborative, and detail-oriented
- Natural leadership abilities
- Team player; ability to coordinate with staff, Board and volunteers
- Strong writing and speaking skills
- Strong database and computer skills. Familiarity with Filemaker Pro a plus.
- Ability to attend evening committee meetings and weekend events
- Driver's license and ownership or access to a motor vehicle
- Minimum 2 years nonprofit or equivalent experience and related higher educational degree

Ongoing Responsibilities:

- Propose to the ED and Board an annual and long range development plan, including identification of development goals and expenses for the organization's budget.

- Drive the cultivation, solicitation and stewardship of members, including implementation of the annual development activities such as renewal solicitations, mid-year, year-end and special appeals, prospect and lapsed donor mailings to ensure they best meet CGF's development goals.
- Participate in, and provide support to, the ED, Board Development Committee, and volunteers to execute the cultivation, solicitation and stewardship of major donors.
- Develop new channels and tools for accessing, understanding and recruiting new members and upgrading giving by existing donors.
- Oversee the acknowledgement letter process and gift tracking system in accordance with IRS regulations which includes some donor and gift data entry.
- Participate in the creation and execution of special fundraising events and donor cultivation activities such as breakfasts, hikes, educational forums, lectures and our annual arts event, *Nature's Inspirations*.
- Support ED work on foundations and corporations giving through research, grant writing and preparation and packaging of grant application materials. Maintain schedule for application deadlines and reports due.
- Generate monthly and special reports, manage timelines, prepare fundraising materials, attend and support Board and Committee meetings, coordinate volunteer note writing and phone call activities, and maintain information on campaign progress.
- Develop development content material for the tri-annual *Green Footnotes* newsletter, website, and email alerts in coordination with the ED and staff.
- Create and maintain appropriate documentation for fundraising activities and ensure that all fundraising files are maintained.
- Administrative duties not otherwise assigned and as needed.

Immediate Special Projects:

- Within the first three months of employment, develop an immediate plan that has measurable goals and outcomes for the following nine months
- Working with the Executive Director, create a 50th anniversary campaign; recruit Board and Staff to assist with carrying out the campaign
- Enhance and activate CGF's Planned Giving program
- Address other existing campaigns such as the Millennium Fund and Advocacy Campaigns
- Contribute to next five year Strategic Plan and development of long term goals

This is a full-time exempt position reporting to the Executive Director. We will consider qualified candidates who are seeking a less than full time (i.e., 65% to 80%) position. We are an equal opportunity employer.

Salary is a competitive range, depending on experience and includes a benefits package.

To apply send cover letter and resume to info@greenfoothills.org. No calls or faxes, please! For more information about the Committee for Green Foothills, please visit our website at www.greenfoothills.org.