



## **JOB DESCRIPTION**

Position:	<b>Development and Operations Director</b>
Supervisor:	Executive Director
Type:	Full-time, exempt
Compensation:	Salary based on skills and experience
Benefits:	Includes health, dental, vision, life insurance, 401(k) with employer match, paid holidays, vacation, sick leave.

### **About the California Farmland Trust:**

The mission of the California Farmland Trust (CFT) is to help farmers protect the best farmland in the world. We do this by working with landowners and family farmers who want to see their productive farmland protected from urban and non-agricultural uses by putting an agricultural conservation easement on their land. CFT uses state and federal grants, mitigation funds, and donations to do this vital work.

### **Job Summary:**

The Development and Operations Director (DOD) shares responsibilities with the Executive Director for implementing the mission and advancing the organizational development. The DOD answers directly to the Executive Director and is responsible to the Executive Director. The DOD is responsible for securing revenue for CFT and assisting with the organization's general operations. This will be a key position to help secure restricted and unrestricted long-term funding and financial opportunities to continue the good work of CFT. Duties include building strong and successful donor relationships, overseeing and managing fundraising efforts, maintaining communications with donors, partners and supporters, and executing educational events. With a small staff, this person will have a 'can-do' attitude to help in every aspect of the organization to ensure its continued growth and success.

### **Primary Responsibilities:**

#### **Fund Development (60%)**

- **Prospect Research:** maintain and add to CFT's database of donors by actively seeking and identifying potential individuals, foundations, partners, and corporate donors.
- **Cultivation:** build relationships with potential new donors, developing and implementing touch points and strategies for engagement with CFT's programs and activities.
- **Solicitation:** actively manage a portfolio of major gift prospects (\$5,000 and greater) and solicit major gifts from individuals, foundations, and corporations. Work closely with the Board of

Directors and appropriate committee(s) to identify key opportunities and contacts as well as provide direction and assistance to individual Board members in the donor solicitation process.

- **Donor Stewardship:** foster and build relationships with current capital campaign and annual fund donors through targeted communication, special events, program updates and other activities, as needed.
- **Grant Writing:** write and prepare grant proposals, particularly those that pertain to organizational capacity, and assist CFT's Conservation Project Coordinator with identification of potential grants, writing, preparation and reporting.
- **Annual Fund:** manage and grow-in numbers, donors and funds raised.
- **Event Planning and Implementation:** design, plan and implement one major signature fundraising event per year. Secure financial sponsorships, ticket sales and employ other income generating ideas. Work with the Events Committee, Board of Directors, and staff to identify additional strategic and timely fundraising and friendraising outreach opportunities for the organization as they arise.
- **Executive Director Support:** provide support to the Executive Director in managing the portfolio of major gift and legacy donor solicitations.
- **Budget:** develop the annual income and expenditure budget for the development program. Monitor expenses and analyze budget reports on fund development. Provide detailed fund development reports and progress charts for committee and Board of Director review.

#### **Communications and Outreach (20%)**

- Work with the Growth and Education Committee, Board of Directors, and staff to develop and deliver a strategic direction for the organization's external communications; including but not limited to Legacy newsletter, Annual Report, e-news, video, social media, website, radio, and television.
- Produce content creation and delivery of;
  - Public media materials, including press releases and other support for press events, and engaging in other strategic activities to expose the public to CFT,
  - Documents such as fundraising brochures and letters, other marketing materials, annual reports,
  - Print materials and multi-media presentations to generate interest and support in existing and new markets.

#### **Education (10%)**

- With the assistance of the Program Coordinator, manage the existing corporate partnership to deliver farm school tours and develop new partnerships to increase the educational tools that help teach the general public where their food comes from.

#### **Operations (10%)**

- Assist the Executive Director with the general operations, including budget preparation, recording meeting minutes, maintain office equipment agreements and contracts, and other areas as assigned.
- Understand the Land Trust Standards and Practices with the Land Trust Alliance (LTA). Ensure all policies are current and comply with LTA Standards and Practices.
- Serve as lead staff for the accreditation renewal process with LTA.
- Coordinate preparation/update of the organizational strategic plan.
- Periodically update the Disaster Recovery Manual.

- Oversee the maintenance of the fireproof files and monitoring workbook files. Analyze documents to determine where they should be filed, and file them in accordance with the LTA Standards and Practices.
- Support the team spirit and encourage a welcoming and supportive environment for staff and our volunteers.

#### **Qualifications:**

##### **Required skills and traits**

- Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization. Proven experience working cooperatively, effectively, tactfully, and personably with a variety of people including the leadership team, Board of Directors, funders and prospective funders, support staff, students, volunteers, regulatory agencies, local government, and other professionals.
- Speak, listen, and write in a clear, compelling, thorough, and timely manner using appropriate and effective communication tools and techniques. Must be able to effectively make presentations before large and small groups. Must be able to use all social media platforms, such as Facebook, Twitter, LinkedIn, etc.
- Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization. Must have the ability to properly handle confidential information.
- Willingness to travel as needed throughout California and adjust shifts according to the needs of the organization. Willing and able to work in a variety of terrains and weather and minor lifting and carrying; up to 50 pounds. Must be able to evolve as the organization evolves and actively engage in furthering the development of the organization, and to perform any other duties as assigned. This person should have a 'can do' attitude.
- Work cooperatively and effectively with others as a team player, to set goals, resolve problems, and make decisions that enhance organizational effectiveness. This person should be interested and willing to help other staff members when needed to achieve organizational success.
- Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands; maintain a professional appearance and telephone manner; ability to maintain composure, keeping emotions in check, controlling anger, avoiding aggressive behavior at all times; well-groomed hair and personal hygiene are essential.

##### **Education and experience requirements:**

- Bachelor's degree in related field and/or commensurate experience in fundraising/development in a non-profit environment.
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations, and government agencies.
- Self-motivated with a strong attention to detail.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint), Constant Contact, social media platforms, and ability to quickly learn and implement additional software as needed.
- Valid CA Driver's License, reliable automobile, and auto insurance.

**Hours, Benefits, and Compensation:**

Compensation for this position will be salary as a full time, exempt position based on experience. Benefits include medical, dental, vision, life insurance, 401(k) with a company match, plus holiday, vacation, and sick time. CFT also provides travel reimbursement, training and development opportunities. This position requires the ability to travel throughout California. A Bachelor's Degree is required; experience or education in agriculture is highly desired. For more details, visit [www.cafarmtrust.org/careers](http://www.cafarmtrust.org/careers)

**To apply:**

To apply, submit your resume and cover letter to [careers@cafarmtrust.org](mailto:careers@cafarmtrust.org). In your cover letter, tell us why you believe in our mission. Incomplete applications will not be considered. We will be reviewing submissions and interviewing strong candidates on a rolling basis. CFT is an equal opportunity employer. Phone calls, in-person visits or resume status inquiries are not available due to the high applicant volume.