



## **Job Ad – Development Director**

### **About the San Dieguito River Valley Land Conservancy:**

The San Dieguito River Valley Conservancy (SDRVC) is a nonprofit organization dedicated to protecting and enhancing the natural, cultural, and recreational resources of the San Dieguito River Valley. Working in partnership with local agencies, volunteers, and community stakeholders, SDRVC supports habitat restoration, trail stewardship, environmental education, and long-term conservation planning within the San Dieguito River Park.

### **Job Summary:**

The Development Director is responsible for the overall strategic direction, planning, and execution of a comprehensive, diversified fundraising program to ensure the financial sustainability and continued growth of the SDRVC. This leadership role works in close partnership with the Executive Director and the Board of Directors to cultivate and steward relationships with individuals, foundations, corporations, and government sources to meet and exceed the annual revenue goals.

This is a newly created position, and the ideal applicant is one who brings proven experience and the ability to create a solid foundation for a successful development strategy and implementation.

### **Duties and Responsibilities:**

#### *Strategy & Leadership (20%)*

- Design, implement, and manage a strategic, multi-year development plan encompassing all revenue streams, including annual giving, major gifts, special events, corporate and private foundation, and planned giving;
- Develop and implement the strategy for institutional funding, including identifying new opportunities that align with the SDRVC's conservation and education priorities, with input from the ED and the Board;
- Establish clear, measurable fundraising goals and metrics;
- Monitor, analyze, and regularly report progress against fundraising goals to the Executive Director and the Board of Directors; and
- Prepare and manage the annual development budget, ensuring all fundraising activities are efficient and cost-effective.

#### *Donor Relations (50%)*

- Develop and manage the SDRVC portfolio of high-net-worth individual, corporate, and foundation donors;
- Oversee the creation of compelling and consistent donor communications, including appeals, newsletters, acknowledgments, and impact reports;
- Oversee the effective use and optimization of donor management software for accurate gift processing, data integrity, and donor tracking;
- Oversee contract grant writer, grant strategy, submissions and reporting;
- Oversee, plan, and execute all major fundraising and donor-appreciation events to maximize revenue and increase community engagement; and



- Partner with the Executive Director, the Board of Directors, and relevant committees to enlist their support in identifying prospects, making personal solicitations, leveraging their networks and educating the public about SDRVC needs.

#### *Organizational Collaboration (15%)*

- Work with volunteers, collaborators, partners, and supporters to leverage opportunities.

#### *Marketing and Communications (15%)*

- Oversee all external communication efforts by team members and professional contractors to ensure the SDRVC's brand, mission, and conservation priorities are clearly, consistently, and professionally presented across all platforms;
- Collaborate with team members and professional contractors to develop and manage a unified content calendar for all communications, including the annual report, newsletters, appeal letters, press releases, website, and social media;
- Direct the work of team members and professional contractors to execute email marketing campaigns and social media strategy to build support and increase donations; and
- Oversee the maintenance of the SDRVC website by team members and professional contractors.

#### *Other Duties*

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job.

#### **Qualifications/Requirements:**

- Bachelor's Degree in Marketing, Communications, Business, Public Policy or Non-Profit Administration, or a related field, required;
- Eight (8) or more years of experience in a paid development role, required;
- Five (5) or more experience building and managing relationships with high-net worth individuals and corporations, required;
- Track record of success with funding requests such as grants;
- Experience creating or co-creating and implementing development plans;
- Capital campaign experience, preferred;
- A valid driver's license, which must be maintained throughout employment with the SDRVC, is required;
- Ability to use own vehicle in the course of work, required;
- Comfortable speaking to groups and engaging with diverse audiences;
- Ability to be detail oriented;
- Comfortable working with a variety of supporters and groups;
- Must enjoy working with people;
- Must exhibit a high level of confidentiality;
- Excellent written and oral communication skills;
- Strong organizational, time-management, and problem-solving skills and ability to meet tight deadlines;
- Be a team player;
- Experience with donor or customer management databases;



- High proficiency in Google Suite, including Google Docs, Sheets, Slides, and Gmail; and
- Working knowledge of all standard office equipment.

**Work Environment Conditions and Physical Demands:**

- Ability to work outdoors, sometimes in adverse weather conditions;
- May be exposed to inclement weather conditions including extreme temperatures;
- Ability to travel to locations within San Diego County, primarily the San Dieguito River Valley;
- Ability to hike through uneven terrain and elevation;
- Ability to work during evenings, weekends, and irregular work schedules as needed;
- Ability to travel to various locations;
- Attending conferences or training sessions within San Diego County and in- or out-of-state locations;
- Sitting at a desk for sometimes long and continuous periods of time;
- Answering or making calls on the telephone for sometimes long and continuous periods of time;
- Using a keyboard to perform research, and to communicate through written means for sometimes long and continuous periods of time;
- Looking at a computer monitor for sometimes long and continuous periods of time;
- Occasionally standing, walking, reaching, and stooping;
- Lifting up to 20 lbs.; and
- Exposure to low to moderate noise level.

**Benefits:** Health, Dental and Vision Insurance (reimbursement); 403(b) Retirement Plan with employer match; Vacation; Paid Sick Leave; and Paid Holidays.

**Job Type:** Full-time

**Salary:** \$100,000 - \$110,000

**To Apply:** Submit your resume and cover letter to [sdrvc@sdrvc.org](mailto:sdrvc@sdrvc.org). Please do not call the company to inquire about this position.

San Dieguito River Valley Land Conservancy provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.