



Summary

Founded in 1971, Save Mount Diablo (SMD), a 501(c)(3) tax exempt, non-profit organization, with its headquarters in Walnut Creek, California, is a nationally accredited land trust. SMD uses land acquisition, education, advocacy, and land stewardship efforts to protect Mount Diablo and the mountain range that it is part of and sustained by, the Diablo Range. Reporting directly to the Executive Director, and collaborating closely together, the Development Director oversees SMD's comprehensive fundraising program (including major gifts and a capital campaign, appeals, planned giving, fundraising events, sponsorships, donor stewardship, grants, membership, communications and marketing, and other efforts) that supports the organization's \$4.5 + million operating budget. The Development Director oversees a department with 7 staff, an outsourced grant writer, 1 or more interns, and fundraising consultants and vendors.

Save Mount Diablo
201 North Civic Drive, Suite 190, Walnut Creek, CA 94596
Job Description: Development Director

This is a full-time, exempt position that reports to the Executive Director. The Development Director and Executive Director positively collaborate and support one another to further Save Mount Diablo's fundraising goals.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Develop strategy and provide leadership for all annual fundraising initiatives, including direct response and on-line activities, corporate sponsorships, major events and event sponsorships (Moonlight on the Mountain gala, Four Days Diablo, etc.), and grantsmanship.
- Oversee, manage, and successfully advance SMD's major gift efforts including the \$10 million Diablo Range Campaign so that its critical fundraising goals are achieved.
- Develop and engage board and leadership volunteers in fundraising identification, cultivation and solicitation activities.
- Manage a personal portfolio of donors and donor prospects.
- Assist in the cultivation and solicitation of individual, corporate, and foundation donors and prospects. Develop and engage board and other leadership volunteers in various aspects of fundraising.
- Staff committees and task forces that support the development of the organization's fundraising and leadership capacity.
- Identify and provide opportunities for donor/leadership engagement.
- Meet corporate fundraising goals by developing and implementing a comprehensive and well-organized corporate sponsorship program that attracts and retains key business partners while maintaining the integrity and autonomy of the organization.
- Grow and diversify SMD membership base through membership and other acquisition initiatives.
- Ensure that efficient operational and data systems are in place to support the timely and accurate tracking and execution of all fundraising activities.
- Oversee and provide direction for the marketing and communications activities of SMD, including electronic and print formats. Oversee maintenance of the website. Direct and oversee all social media efforts.
- Partner with other departments to share information, develop integrated strategies and achieve clear communication across the organization, particularly with SMD's programmatic efforts.
- Ensure accurate and timely reconciliation/coordination with accounting
- Conduct performance analysis on all fundraising campaigns and activities.
- Develop and meet department and event income/expense budget projections.
- Manage and successfully oversee the development department and its staff, interns, consultants, and vendors.
- Contribute a positive, can do, kind, respectful, and grateful leadership style with a growth mindset and focus as the Development Director, being a member of the senior management team, helps set the tone and belief for the organization.

- Represent SMD with external audiences.
- Other tasks as requested by the Executive Director.

Supervisory Responsibilities

The Development Director oversees a department of 7 staff (Development Director, Assistant Development Director, Senior Communications Manager, Senior Development Associate & Event Manager, Database Coordinator, Event & Communications Coordinator, and Communications Associate), an outsourced grant writer, 1 or more interns, fundraising consultants (Diablo Range Campaign consultants), and vendors.

Qualifications

The ideal candidate will have the following experience, style, and qualifications.

- 5 or more years experience as a successful Development Director.
- Overseeing and completing at least one multi-million dollar capital campaign.
- Positive, can do, kind, respectful, and grateful leadership style with a growth mindset and focus.
- Demonstrated experience being a good team player.
- Strong networking and interpersonal, relationship building skills.
- Public speaking skills.
- Advanced writing and editing skills.
- Demonstrated competency in budget creation and management and doing financial projections.
- Successful track record in engaging, motivating and supporting both staff and volunteers in helping advance fundraising goals.
- Ability to analyze multiple data sets and situations for the purpose of determining effectiveness of fundraising activities, identifying trends, and developing new strategies for future growth.
- Ability to maintain a high degree of flexibility and creativity within a high-paced work environment.
- Ability to successfully work with all types of peoples.
- Proficiency with Microsoft Office, Raiser's Edge CRM, and other applicable software programs.
- Bachelor's degree required and other applicable degrees and certifications (e.g., Certified Fundraising Executive) helpful.

Essential Requirements

- Daily access to a motor vehicle.
- Possess a valid California driver's license, current auto insurance, and a clean driving record.
- Clean background check.

Physical Demands

The employee is frequently required to sit. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds. Employee must be able to travel to external meetings and provide occasional physical setup and breakdown of meetings/events. Employee must also be able to hike, occasionally in steep and/or rugged terrain and in inclement weather. Must be willing to work after hours and on weekends occasionally.

Compensation Starting salary range from \$100,000 to \$120,000 based on Development Director experience.

Benefits Include Health, dental, vision, 403(b) retirement plan

To apply please send your:

- Cover letter
- Resume
- List of 3 References

to jobs@savemountdiablo.org Please put "Development Director" and your name in the subject line.