

## **Elkhorn Slough Foundation**

*Conserving and Restoring Elkhorn Slough and its Watershed*



Elkhorn Slough is a rich tidal wetland located at the geographic center of the Monterey Bay shoreline on the central California coast. The Elkhorn Slough Foundation (ESF) is a mature nonprofit organization and a nationally accredited land trust dedicated to conserving and restoring Elkhorn Slough. ESF conserves over 4,200 acres in the Elkhorn Slough watershed. We work closely with the California Department of Fish and Wildlife and the National Oceanic and Atmospheric Administration as a partner in the Elkhorn Slough National Estuarine Research Reserve (ESNERR). ESF's office is located at ESNERR in Royal Oaks. We operate on a hybrid schedule, with in-office work Tuesday through Thursday and remote work on Mondays and Fridays. In-office and remote work expectations are subject to change based on organizational needs.

### **Director of Philanthropy**

The Director of Philanthropy is a key organizational leader empowered with designing, implementing, and managing a comprehensive fundraising program aligned with our mission and growth strategy. Reporting to the Executive Director, this position collaborates with the Board of Directors, senior management team, and staff to secure philanthropic support from the community.

### **Essential duties and responsibilities**

- Design, manage, and implement fundraising strategies across core constituencies, including individual, foundation, corporate, and planned giving
- Collaborate with Executive Director and Board to cultivate, solicit, and steward major gifts
- Motivate, train, and engage Board members in fundraising leadership
- Lead the Development Committee, including drafting agendas and managing member tasks and responsibilities
- Lead, supervise, and mentor development staff, setting clear goals and objectives, performing regular evaluations, and promoting professional development
- Lead philanthropic grants portfolio, working with staff to research and submit proposals for a range of foundations, and maintain and enhance relationships with funders
- Host regular meetings for Executive Director and development staff to review progress and coordinate work plans and strategies
- Direct all aspects of donor database management, gift recording, and gift acknowledgement
- Organize and implement the planned giving program, including recognizing and cultivating potential planned giving donors
- Collaborate with program leads and coordinate efforts to apply for and secure public grant support for key conservation projects
- Interface with finance team to provide necessary reports that inform organizational strategy and ensure adherence to nonprofit financial, audit, and legal best practices
- Perform other related duties as assigned consistent with the scope and level of the position

## **Qualifications**

- At least five years of progressively responsible fundraising experience in NPO sector
- Demonstrated success with donor solicitations and sustaining long-term donor relationships
- Experience in planning, managing, and executing development strategies
- Results oriented self-starter able to work independently and as a team leader
- Exceptional interpersonal, communication, and relationship-building skills
- Proficiency with donor database CRMs and Microsoft Office suite
- Strong ability to analyze data and use metrics to inform and optimize fundraising strategies.
- Firm commitment to ESF's mission, and experience in conservation or related NPO a plus
- Willingness to occasionally work evenings and weekends
- Valid driver's license with minimum 3 years of driving experience and clean driving record (required for travel to ESF properties for events and donor visits)

## **Physical Requirements**

- Ability to sit/stand for extended periods
- Ability to attend meetings, events, and site visits at ESF properties
- Ability to walk 3-4 miles on uneven terrain during donor visits and staff outings
- Use of standard office equipment

## **Compensation and benefits**

The Director of Philanthropy is a full-time exempt position, with a starting salary range of \$115,000-125,000.

Elkhorn Slough Foundation offers a competitive benefits package, including health (92% employer-paid), dental, and vision benefits, and life insurance. In addition, ESF offers TIAA 403(b) retirement plan benefits with a 5% employer contribution upon completion of 1st work anniversary, a flexible health spending account, paid holidays and sick time, and two weeks accrued vacation.

## **To Apply**

Individuals are encouraged to submit their resume and cover letter electronically through ESF's website. Applications will be reviewed on a rolling basis, with priority consideration given to applications received before May 29, 2026. No phone calls.

*The Elkhorn Slough Foundation is an equal opportunity employer. Individuals from all backgrounds, including BIPOC and LGBTQ+ communities, are encouraged to apply.*