Development Director (San Francisco or Modesto, CA)
The Tuolumne River Trust has an immediate opening for a Development Director to oversee the development and implementation of a comprehensive fundraising plan that will increase and diversify the Trust’s base of support. This is a great opportunity to join a team working to take a successful organization to the next level. The Trust has launched an effort to expand our reach and become an institution with the capacity to ensure the long-term health of the watershed. With a clear vision, a successful track record that spans more than twenty-five years, and the resources to add several new staff, we are ideally poised to leverage greater support for our work to protect and restore this California jewel for generations to come. The Development Director will be central to the success of this effort by increasing our capacity to capitalize on funding opportunities through membership, major donors, foundation and government grants, special events, and planned giving. This individual will hire and supervise an event coordinator, manage the direct mail consultant, and work closely with the staff and board to implement the plan and reach our fundraising goals.

Duties and Responsibilities

The Development Director will develop and oversee implementation of a comprehensive fundraising plan with the board and staff. This will involve:

- Managing the Trust’s direct mail consultant to design and implement the direct mail program;
- Managing the major donor program by working with the board and program staff to cultivate existing major donors and prospects;
- Researching foundation and government grant funding opportunities;
- Creating and fostering foundation relations;
- Working with program staff to meet proposal and reporting deadlines;
- Supporting implementation of a series of fundraising events as the Event Coordinator’s supervisor;
- Preparing fundraising reports for, and participating in, the board’s fundraising committee; and
- Participating in the annual budget process.

Qualifications

- At least 5 years of development experience including staff management and leading a team to reach set performance objectives;
- Excellent verbal and written communication skills, including the ability to compellingly articulate the Trust’s mission and work to different audiences;
- Demonstrated ability to establish and cultivate relationships with people from different backgrounds and perspectives and “make the ask” from major donor prospects;
- Demonstrated success in researching, identifying and submitting proposals to secure foundation and government grants;
- Strong computer skill and some familiarity with membership/donor databases;
- Experience with event planning a plus; and
- Commitment to building the Trust’s capacity to ensure the long-term health of the watershed.

Additional Details
This position is flexible and may be based in San Francisco or Modesto. The position will require some travel to our other two offices and other locations. The salary is competitive and depends on experience (around $75,000 to start with excellent growth potential). The Trust provides excellent benefits including medical, vision, dental, retirement, and paid time off and is an equal opportunity employer. This is an exciting opportunity that offers excellent potential for professional growth and accomplishment.

Please send an email (with cover letter, resume, three references, and a 2-page writing sample as attachments) with subject heading “Development Director” to karyn@tuolumne.org. For more information, visit: www.tuolumne.org.