



## VENTANA WILDLIFE SOCIETY

### **Job Announcement: Development Director**

The Ventana Wildlife Society (VWS), a not-for-profit corporation, has a 40-year history and proven track record in habitat acquisition and restoration, wildlife recovery, and environmental education for youth, the latter two the most prominent activities currently. Having successfully restored a population of bald eagles to central California, the organization turned its attention toward California Condors. After 20+ years of dedication to condor recovery, the organization is on the right track toward full success with this species as well. VWS is seeking a full-time (30 hours/week minimum) senior development employee to enhance the organization's capabilities in stewardship, cultivation and solicitation efforts with individual donors, major donors and legacy donors. The Development Director should have strong writing skills to lead an integrated approach to communicating with donors. This position reports to the Executive Director and is directly supported by one development associate as well as indirectly via a professional, dedicated staff and board. VWS has \$3 million net assets and an annual operating budget of \$1.3M of which only 20% comes from individuals. This is a new position and is needed to augment the fundraising efforts of the organization. The VWS mission is to conserve native wildlife and their habitats through science, education and collaboration.

#### **Duties and responsibilities:**

- Review donor data and annual fund goals and develop an action plan that is tailored to each major donor individually, and the remaining membership collectively.
- Participate in the ongoing effort to re-design the membership program and propose changes.
- Lead major donor cultivation efforts including scheduling personalized, once-in-a-lifetime experiences while working closely with the executive director to enhance relationships with major donors
- Participate on the marketing committee and propose ways to creatively and effectively market the organization to enhance exposure regionally and nationally.
- Participate in event support primarily from an individual donor perspective although some mundane tasks associated with event development and management may be necessary.
- Direct and carry out fund raising and communication efforts to donors regarding membership and annual giving programs, special events, outdoor member outings, donor recognition and appreciation events, legacy gifts and funding of capital and other special purpose needs, and web site content and the membership eNewsletter, *The Full Crop*.
- Supervise development associate who leads California Condor tours in Big Sur, enters data, prepares thank you letters, mailings, etc.

- Oversee the effective use of donor management software and the maintenance of accurate donor and related records and timely acknowledgement of gifts.
- Attend meetings of the staff (monthly) and board (bi-monthly), and fund development committee (quarterly).

**Compensation and Benefits:** Commensurate with experience. Ventana Wildlife Society offers a competitive salary with respect to its size and geographic location and an extensive benefits package including medical, dental, vision, and life insurance, contributions to a 403(b) retirement plan, paid holiday, vacation and sick leave.

**Special requirements:** VWS personnel must live in Monterey Bay Area and be able to work primarily at the main office located at 9699 Blue Larkspur Lane, Ste. 105, Monterey, CA 93940. Must possess well developed interpersonal and communication skills. The employee will be required to perform mountain driving, hiking and other activities in the outdoors.

**Qualifications:** Bachelor's Degree required, Master's Degree preferred, in an appropriate field; at least 5 years successful professional experience in all aspects of not-for-profit fund raising, communications and/or marketing. Knowledge of the fundraising process and experience with major donors is required. Experience with a range of communication tools (e.g., newsletters, brochures, websites and social media) a plus. The employee must perform some light physical duties and must occasionally lift and/or move up to 25 pounds.

Successful candidate must be highly organized, enthusiastic, persuasive and responsible, with excellent writing skills and the ability to work independently. Excellent computer skills required, including Word, Excel and PowerPoint. HTML/web and graphic design software is also a strong plus.

Please submit cover letter and resume to:

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Executive Director  
Ventana Wildlife Society  
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