



Development Manager

Mission Statement

Inspire young people to unleash their potential through experiential, environmental education under sail.

Position Overview: This is a 40 hour/week, full-time, exempt leadership position, reporting directly to the Executive Director. We place a high value on our relationships with individual donors, foundations, and volunteers. The development work itself is valued as integral, essential and key to the organization right along with our youth education programs. The Development Manager will work independently and often in close collaboration with the management staff to meet the development objectives of the COTS Board of Directors.

Job Posting: Position will be budgeted for a start date of not later than February 1, 2017. Interview and advertising to start on January 1, 2017.

Key Responsibilities

General

Co-develop, manage, and direct the annual fundraising plan, including the individual donor and foundation engagements, with strategies that achieve the goal of increasing both individual and foundation contributions while maintaining current relationships.

Co-develop, regularly review & update the development annual budget.

Prepare detailed fundraising reports to reflect the fundraising progress, outlook and outcomes for the Executive Director and Board of Directors on a regular basis.

Grant Writing & Reporting

*Author, prepare and submit supporting documents for all foundation, government, and corporate grants on an annual and timely basis.

*Prospect for new grant funding

*Update and maintain general proposal template that includes research and rationale for statements of need and ensures alignment with COTS strategic plan, mission and values.

*Host foundation officers and individual funders for program visits and sails.

*Oversee grants database and ensure all grant contacts, proposal, award data and “thank you” letters are produced and up-dated.

Individual Donor Cultivation

*Cultivate and directly solicit existing and new donors.

*Manage donor data in the database.

*Co-Coordinate and strategize the annual fund raising events including: the annual fundraising gala, the annual scholarship drive and partnering with other nonprofit events during the year.

*Identify and cultivate sponsors and secure sponsorships for events.

*Maximize opportunities for volunteers, recent donors and new prospects to stay involved with COTS.

Marketing and Communications

*Oversee development and updates of collateral materials for fundraising activities.

*Participate in fundraising affinity/networking groups to keep informed of trends and current issues in the development field.

Preferred Skills/Background

*A minimum of two years' experience in nonprofit fund development.

* Associate of Arts or Bachelor's degree would be a plus.

*Strong understanding of the philanthropic landscape of the Bay Area, including both the public and private sectors.

*Has implemented internal fundraising systems and programs.

*Experience working with maritime and educational organizations or recreational sailing would be a plus.

Compensation

*Competitive salary and benefits.

Contact

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