



Conservation Corps North Bay's Mission is to:

Develop youth and conserve natural resources for a strong, sustainable community.

We achieve our mission by:

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

JOB DESCRIPTION

Title:	Development Manager
Reports to:	Chief Executive Officer
FLSA Status:	Full-time, Salaried, Exempt from Wage and Hour Laws
Directly Supervises:	Development and Marketing Assistant
Role with Agency:	Manager
Accountability Indices:	Agency meets its annual goals
Budgetary Line Responsibility:	CCNB private donor campaign budgets

SUMMARY

The Development Manager is part of the management team and works closely with Conservation Corps North Bay's Chief Executive Officer, Chief Operations Officer and Board of Directors to develop, implement, monitor, and evaluate strategies to achieve the private fund development goals. The Development Manager is responsible for leading the individual and corporate fund development efforts of CCNB and building a larger base of private supporters. This position oversees marketing and community outreach including social media, branding and community outreach events. The Development Manager will be critical in expanding private funding to an annual goal of over \$1M in private donations.

The Development Manager will expand the funding base of individuals and corporate supporters through: major gifts, private grants, annual fund, online giving and planned gifts. This position manages marketing and outreach staff and consultants, with the goal of achieving specific annual revenue goals for major donors, contributing to the overall achievement of development team revenue goals, managing the fundraising involvement of all board members, growing the CCNB giving base, increasing donor engagement, stewarding long-term supporters, and attracting new supporters through effective online presence and cultivation events.

Additionally, the Development Manager will lead a strong major gifts program. S/he will manage, cultivate, steward and solicit, in partnership with the CEO and Board of Directors, an active portfolio of donors and prospective donors, with the goal of generating increased annual gifts of \$1,000 and above. The right candidate will be able to motivate a small, energetic and resourceful team to build fundraising and program capacity. S/he will work closely with the CEO, staff and Board members to develop strategic and targeted giving opportunities for major donors who are inspired by the CCNB mission and engaged in supporting the organization.

ESSENTIAL DUTIES

Specific responsibilities include, but are not limited to:

- Secure revenue goals each year for private donations: develop realistic budgets and report on actual revenue raised; manage a portfolio of major donors (both individuals and corporations)
- Build and maintain relationships with major gift donors: manage portfolio of major donors and prospects; create stewardship, cultivation and solicitation strategies; and engage key staff and board as appropriate in each donor relationship
- Coordinate donor meetings for the CEO, who will serve as primary contact for some of the major gift donors
- Fully engage members of the Board in fundraising activities. Serve as liaison to the development committee, and provide all Board members with the tools, knowledge and personal interaction to become active partners in achieving development goals
- Write and submit proposals to secure sponsorships from corporate donors
- Manage and motivate a team towards the completion of fundraising goals and activities outlined in the strategic plan
- Implement outreach activities related to: brand and messaging, website management, email communications, social media and print collateral to support audience engagement and fundraising activities within the goals of the strategic plan
- Develop and execute effective donor cultivation events to raise private funds
- Build a culture of philanthropy, internally and externally, that will attract staff, board members and donors to the organization and inspire excellence in donor relations and fundraising

QUALIFICATIONS AND EXPERIENCE

- Minimum five years' nonprofit fundraising experience with demonstrated mastery of a wide range of strategies and a tangible track record of success that includes major gift fundraising, effective donor communications, and building an organizational brand
- Success in identifying, cultivating, soliciting and stewarding donors to secure a broad base of major gifts
- Superior interpersonal, oral and written communication skills, and presentation and public speaking, with the ability to represent the CCNB mission and interests to a diverse group of people
- Exceptional project management skills, including prioritizing, designing, implementing and tracking multiple campaigns, programs and deliverables

- Demonstrated success in leading high-level volunteers and working with boards and volunteer committees
- Knowledge of database management systems including Raiser's Edge or similar software
- High energy, results-oriented leader with personal initiative and a sense of humor. Friendly, outgoing and collaborative approach to foster a strong team-oriented style
- Personal passion for conservation and youth, and a belief in the principles and values of the CCNB mission: to develop youth and conserve natural resources for a strong, sustainable community
- Unquestioned integrity, professional demeanor and authenticity in building relationships with, and inspiring best effort from, staff, donors and partners
- Willingness to travel, mostly within Marin and Sonoma counties
- Master's degree in a relevant field preferred or comparable experience

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to operate objects, tools, or controls; and reach with hands and arms. The employee must perform simple grasping and fine manipulation. There are normal office working conditions and associated physical demands. For example, on a continuous basis, sit at a desk using a computer and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. Must be able to lift and move containers weighing up to 25 lbs.

COMPENSATION AND BENEFITS

The Development Manager position is a full time, salaried, exempt position eligible for a full benefits package including Medical, Dental, Vision, Chiropractic, 401(K) retirement, and generous vacation, holiday and sick pay. Salary dependent on experience.

TO APPLY

Please submit your cover letter and resume to recruiter@ccnorthbay.org and include 'Development Manager' in the subject line. You can also fax your cover letter and resume to (415) 454-4595 Attn: Recruiter.

Conservation Corps North Bay is an Equal Opportunity Employer