



JOB ANNOUNCEMENT

Development Manager, Glen Ellen or Stinson Beach, CA

The Opportunity

[Audubon Canyon Ranch](#) (ACR), an innovative North Bay conservation science, land stewardship, and nature education organization, is hiring a Development Manager. The position is eighty percent time to full-time and is based at either Bouverie Preserve in Glen Ellen or Martin Griffin Preserve in Stinson Beach. Starting salary is \$72,000 (for full time) and benefits are competitive. The successful candidate will join a high-functioning development team and work on a nature preserve.

Purpose

The Development Manager is a core member of the ACR fund development team and is responsible for achieving contributed income goals for ACR's Annual Fund and Membership programs. The Development Manager plans, manages, and expands the donor base through comprehensive annual giving programs that span direct mail, online campaigns, and other fund development tools. He/she/they implement donor stewardship efforts and acts as the organization's database administrator for Raiser's Edge. The Development Manager reports to the Director of Philanthropy.

Please review complete position description at <https://www.egret.org/jobs>

To Apply

Email resume, cover letter, and no more than three relevant writing samples (all titled with Lastname, Firstname_resume, cover letter, writing samples) to julia.clothier@egret.org with "Development Manager" in subject line. Position open until filled. No phone calls, please.

At Audubon Canyon Ranch we believe that multiple perspectives and diversity create a stronger work environment and drive innovation. By building a culture where differences are valued, all voices are heard, and people are encouraged to bring their full, authentic selves to work, we are much more likely to succeed.

Audubon Canyon Ranch does not discriminate on the basis of, or the perception of, race, ethnic group identification, ancestry, color, religion, age, gender, national origin, sexual orientation, disability, marital status, medical condition, and status as a veteran, in any of its employment activities.

Submission of your application is not an offer of employment or an employment contract.



AUDUBON CANYON RANCH

Audubon Canyon Ranch connects nature, people, and science in a rapidly changing world.

Job Title:

Development Manager

Date:

19 May 2022

JOB DESCRIPTION

Reporting to the Director of Philanthropy, the Development Manager is responsible for achieving contributed income goals for Audubon Canyon Ranch's (ACR) Annual Fund and Membership programs. The Development Manager expands and stewards the low- and mid-level donor base through a comprehensive annual giving program spanning direct mail, online, and other fund development tools, as well as implements donor stewardship strategies. In addition, the Development Manager serves as ACR's database administrator for Raiser's Edge.

RESPONSIBILITIES**Fund Development: Membership and Annual Fund**

- Develops, executes, and manages acquisition and renewal strategies of the membership and annual fund campaigns,
- Manages all aspects of direct mail campaigns, including letter writing, list production/segmentation, and print/mail shop management,
- Writes compelling and effective appeal letters that express donors' impact on the ACR mission,
- Develops and executes online, email and social media giving campaigns, and
- Meets or exceeds annual fundraising goals

Donor Communication & Stewardship

- Cultivates and manages relationships with low- and mid-level donors to increase their commitment to the ACR mission,
- Ensures thank you letter templates are fresh and accurate,
- Makes regular donor thank you calls,
- Coordinates and executes small donor stewardship events, and
- Assists in the on-going development of best practices in engaging and communicating with donors.

Donor Prospecting

- In partnership with the Director of Philanthropy, engages in research to identify new prospective major donors using *Target Analytics* wealth screen data and *Research Point* prospect research tools, and
- Develops and implements strategies of turning preserve, event, and online visitors into ACR donors.

Database Management

- Acts as organization's database administrator for ACR's main constituent database, Raiser's Edge, and
- Works in partnership with the Development Associate on the timely and error-free processing of gifts.

Miscellaneous

- Actively participates in organization-wide projects and events including staff meetings, appreciation events, strategic planning, and equity and social justice training, and ☐ Completes other duties as assigned.

SKILLS AND QUALIFICATIONS

Required

- An understanding of and appreciation for philanthropy,
- Experienced and comfortable writer; excellent verbal and written communication skills,
- Proficiency with PC computers, Microsoft Office Suite, Adobe software, and Dropbox,
- Detail oriented, highly organized, and excellent problem-solving skills,
- Dedicated team worker with high level of collaboration, accountability, flexibility, and followthrough,
- Sound judgment and ability to maintain confidentiality,
- Self-starter with “can-do” attitude and willingness to stretch,
- Commitment to understanding issues of power and privilege in interpersonal dynamics and engaging with colleagues and associates to address issues of social justice and equity,
- Proven ability to engage in a friendly, supportive, and diplomatic manner with people from a wide variety of backgrounds, age groups, and lifestyles,
- Willingness to work in shared workspace or small office environment, and
- Commitment to conservation, land stewardship, environmental education, and/or science.

Desired

- Experience developing and implementing a membership or annual fund program.
- Experience with direct mail, donor research, donor stewardship, and online and social media fundraising campaigns and tools.
- Knowledge of and/or experience with Raiser’s Edge or similar CRM.
- An understanding of the ecology of the North Bay and a desire to connect people to the concepts of conservation.

Essential Functions

Development Manager must be able to sit, stand, walk, bend; frequently and repetitively use hands (keyboarding), vision, hearing, speech/language processes; use computers, scanners, printers, phones, and other technological equipment; be able to lift and carry thirty pounds. Must be able to work occasional weekends.

Job Location:	Based out of Bouverie Preserve in Glen Ellen or Martin Griffin Preserve near Stinson Beach. Some telecommuting permitted.	Salary/Hourly Full/Part Time Exempt/Nonexempt:	Eighty percent time to fulltime; Exempt.
Supervisor:	Director of Philanthropy	Supervises	n/a
Degree(s) preferred:	Associates Degree or higher in communications, marketing, business, nonprofit management, or related.	Years of experience preferred:	2+ years of relevant experience