

Opportunity Announcement: Development Manager

April, 2021

Status: Full Time/Salaried/Exempt **Reports To:** President and CEO **Timeline:** Open until filled

Organization Overview: The **Pepperwood Foundation** is currently seeking qualified candidates to serve as our organization's **Development Manager**. Pepperwood owns and operates a 3,200-acre preserve in Sonoma County dedicated to ecological research, education, and conservation action. The mission of Pepperwood is to inspire conservation through science. The base of operations for this position is the Dwight Center for Conservation Science at Pepperwood in Sonoma County, with potential for complementing with remote workplace options on a part-time basis. Pepperwood is a unique place where scientists and community come together to create solutions to some of our region's most pressing environmental challenges. See more about our programs at www.pepperwoodpreserve.org.

Job Summary: Pepperwood is seeking a Development Manager (DM) who will oversee implementation of an integrated fund development strategy and maintain and develop donor relationships engaging individuals, corporations, and granting agencies. The DM will manage a fundraising strategy designed to support our 2020-2025 Strategic Plan objectives and key results (see <https://www.pepperwoodpreserve.org/about-us/strategic-plan-2020-2025/>). This individual will be responsible for project management of established fundraising systems supporting major gifts, direct mail appeals, and foundation and agency grants. These revenue streams are complemented by government contracts and a Board-designated income-generating reserve. The qualified candidate will be a key member of our leadership team and will be charged with leading the establishment of fundraising goals, budgets, and strategies moving forward. This position will also have the opportunity to launch a planned giving program which is in the early design stages and engage with our new Dwight Business Leadership Advisory Council to grow corporate giving.

The fundraising team supporting the DM includes following positions and committees: the President and CEO leading major gift prospect identification and cultivation; a Program Associate managing our Salesforce CRM database and systems; a Community Engagement Specialist supporting major gifts, events and donor relations; a consulting senior Strategy Advisor; a consulting Grant Writer; a Board-driven Development Committee; and a cross-program Grants Committee. The DM serves on the Executive Committee leadership team comprised of the President and Chief Executive Officer (CEO), Finance & Operations Manager, Education Director, Preserve Manager, and Conservation Science Manager to provide strategic leadership and staff oversight of Pepperwood as a whole. The DM reports directly to the President and CEO. This position is classified to provide a pathway to a Director-level position.

Specific responsibilities:

- Work closely with the President and CEO, the Board, and fundraising team members to lead fundraising strategies capable of raising \$3 million annually through individual, foundation and corporate gifts.
- Strengthen existing funder relationships, cultivate new supporters, and launch new planned giving and corporate giving donor circles.
- Facilitate the Grants Committee and oversee annual grants calendar. Supervise grant-writing consultants and work with Program Managers and staff to identify foundation prospects, create new grant proposals, develop reports, and ensure deadlines are met for funding deliverables.
- Support the President and CEO, Community Engagement Specialist, and Board members on major gift prospect identification, cultivation and stewardship calls, and when appropriate, personally conduct major gift solicitations.
- Attend Board meetings, facilitate Development Committee meetings, advise all staff on fundraising support needs, and report on development activities as needed to internal and external audiences.
- In partnership with the Finance & Operations, provide quality control on development budgets and income forecasts to inform cash flow projections.
- Serve on our cross-programmatic Communications Committee and advise our CEO and Communications Specialist to ensure donor-centricity in all public-facing communications.
- Provide oversight to the Community Engagement Specialist on the planning and delivery of fundraising and appreciation events, with an eye on ensuring return on event investments.
- Provide oversight to the Program Associate on maintaining and leveraging our Salesforce CRM system and actively engage the system to record communications, conduct research and moves management, and generate reports.
- Represent the organization to the larger community at public events on- and off-site and virtually.

Qualifications:

- A passion for the environment and the mission and values of Pepperwood.
- Strong strategic planning, budgeting and project management skills.
- Minimum five years of directly related experience, preferably in a development department of a non-profit conservation or environmental organization.
- An engaging and enthusiastic people-person, with outstanding communication skills. Credible and polished communicator in both written and verbal formats.
- Self-starter, capable of learning new systems, with a proven ability to work independently to gracefully complete multiple tasks under deadline.

- Experience with staff and board engagement in a fundraising context and demonstrated success managing or contributing to annual and capital campaigns.
- Past leadership experience representing an organization to donors and external audiences.
- Creative, independent, and strategic thinker with exceptional influencing and problem-solving skills.
- Excellent computer skills, including Microsoft Office and databases, and cloud-based file and communications systems.

Work Environment: Primary place of employment: *Dwight Center for Conservation Science* at Pepperwood. Office setting: cubicle workstations, artificial lighting, public spaces and classrooms. Outdoor education site: 3,200 acre nature reserve, uneven terrain and range of elevations. Travel: local travel required, generally within 10 Bay Area counties. May require working on weekends and evenings on- or off-site for special events. Part-time remote or virtual options can be considered.

Physical Requirements: Ability to negotiate two story building with ease and participate in outdoor events including receptions and hikes over uneven terrain. Office workstation requires extended sitting and fine finger movements and visual capacity to review and edit documents. Driving required for local travel. Able to lift 20 pounds.

Compensation: Salary commensurate with experience; excellent benefits and great work environment.

Contact Information: Qualified candidates should submit a cover letter plus a curriculum vitae including three references, a writing sample, and salary objectives to hr@pepperwoodpreserve.org with subject line "Development Manager – (Last Name)". We will directly contact candidates selected for an invitation to interview.

Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, religion, color, sex, age, or marital status.