



JOB ANNOUNCEMENT

Development Director

Greenbelt Alliance, the Bay Area's leading non-profit advocate of smart growth planning and open space conservation, is looking for a strategic, creative, and experienced fundraising professional to head our Development Department. The Development Director will devise, lead, and help implement a fundraising strategy to ensure Greenbelt Alliance continues to thrive and can grow to meet programmatic priorities. We offer a supportive and enriching work environment, competitive salary, good benefits, and the opportunity to make a real difference in the effort to ensure the Bay Area's sustainability and quality of life for generations to come.

Overall Job Responsibilities

Greenbelt Alliance has a consistent record of fundraising success and growth. We have long-term relationships with many of our donors and are seen as a respected, well-managed institution by leading foundations and philanthropists. The Development Director will lead our efforts to build on this success. The Development Director will direct all aspects of fundraising for Greenbelt Alliance, working closely with the Executive Director and Board leadership to secure the resources to meet annual budget objectives, provide long-term financial stability, and support the mission of the organization. Overall, the Development Director will:

- Direct our Development and Membership programs, including planning, fundraising, and monitoring to meet the income needs of Greenbelt Alliance. Currently, our total annual income is over \$2 million. We anticipate future growth.
- Inspire and motivate our Development and Membership team to perform at the best of their abilities. Currently, the Development Director supervises four staff (approximately three FTE) .
- Integrate fundraising into all aspects of the organization and energize each department to capitalize on fundraising opportunities. Work closely with fellow members of the senior management team to align development strategies and communications materials with our programmatic work.
- With the Executive Director, motivate and manage the Board of Directors and volunteers in their fundraising endeavors. Staff the Board's Development Committee.

Specific job responsibilities include:

- Major Donors: Maximize the effectiveness of our major donor strategy. Lead development staff, Board and volunteers in identifying, cultivating, soliciting, and stewarding major donor prospects (\$1,000-\$100,000). Personally cultivate and solicit major donors and prospects. Renew current major donors and upgrade members to major donor levels whenever possible.

- Foundations: Maintain current foundation support and increase this support through the identification and cultivation of new foundations. Work with development and program staff to write, prepare, and submit grant proposals. Ensure accurate tracking and reporting and maintain effective relations with foundation supporters.
- Membership: Work with the Membership and Database Manager to grow our membership and enhance the membership experience for the benefit of the organization and its members. Work closely with communications and policy staff to maximize results from online fundraising.

Events: Work with staff to organize and present special events including our two annual events – the *Bluegrass for the Greenbelt* festival and our signature major donor reception.

- Planned Giving: Expand our Planned Giving Program to encourage bequests to Greenbelt Alliance.
- Endowment: Expand our Endowment through cash gifts and bequests.
- Other Funding Sources: Work with staff, Board and other volunteers to increase our income through existing programs (such as EarthShare, a workplace-giving program for the environment) and innovative new ideas.

Qualifications

- Substantial experience in raising funds for non-profit organizations, ideally for a mid- to large-size non-profit.
- Demonstrable experience in strategic thinking and the ability to craft and implement a multi-faceted fundraising plan. Experience (and enjoyment) in working with and managing staff and high-level volunteers to implement a fundraising plan.
- Track record of success in identifying, cultivating and personally soliciting large grants and individual major donor gifts. Experience and self-confidence in working with high-level donors and leading foundations a plus.
- Understanding of “moves management” methods for identification, cultivation, solicitation, and stewardship of donor prospects.
- Outstanding writing skills and ability to engage supporters and prospects through compelling and articulate oral presentations. Ability to absorb and articulate complex issues quickly and to work under deadlines.
- Entrepreneurial sensibility in discovering new funding opportunities and identifying new ways to pitch Greenbelt Alliance issues and accomplishments to donors.
- Ability to set clear goals and meet them.
- Ability to participate in several evening and weekend events over the course of a year.

- Excellent computer skills. Social media and database skills highly desired. (Greenbelt Alliance uses Common Ground, a Salesforce-based database).

Compensation

Greenbelt Alliance offers a competitive compensation and benefits package, including vacation and holiday leave; medical, vision and dental insurance; and opportunities for personal and professional enrichment including chances to get out into the Bay Area's iconic open spaces and to learn about our amazing cities and towns.

How To Apply

To apply, please send your resume and cover letter to: jobs@greenbelt.org.

About Greenbelt Alliance

Greenbelt Alliance is the San Francisco Bay Area's advocate for vibrant places and open spaces. Founded in 1958, we work to make the Bay Area a better place to live by protecting the region's greenbelt and improving the region's cities and towns. We have helped protect over 1.1 million acres of farmlands, parks, watersheds, and other open space. Greenbelt Alliance is also a leading advocate for creating livable communities: walkable neighborhoods near transit, shops, and jobs, with homes people can afford.

With a committed staff of 23, Greenbelt Alliance has a strong team spirit and sense of fun. We are headquartered in San Francisco, with offices in San Jose, Santa Rosa, Walnut Creek, and San Rafael.

Greenbelt Alliance believes a diverse workplace is a necessary component to achieve our mission of making the San Francisco Bay Area a better place for all its inhabitants to live, work, and play. People of color, women, people of all sexual orientations, trans and gender non-conforming people, and others of diverse backgrounds are encouraged to apply.

Posted: May 11, 2011