

Title: Development Director
Status: Regular, exempt position
Reports to: Executive Director
Hours: Full-time

BACKGROUND AND SCOPE OF RESPONSIBILITIES

Founded in 1989, San Francisco Baykeeper protects the San Francisco Bay through policy reform, enforcement of environmental laws and strategic advocacy. As the premier pollution watchdog for San Francisco Bay, Baykeeper played the lead role in responding to the recent Cosco Busan oil spill. As a result of expansive media exposure to our work, hundreds of new members joined Baykeeper and more than 6,000 people signed on to www.baykeeper.org for news updates.

Baykeeper is looking for a highly seasoned development professional to manage fundraising and communications efforts with the goal of converting wide-spread interest in Baykeeper into an expanded base of individual support at all levels.

The Development Director is responsible for both institutional and individual giving. On the institutional side, the Development Director manages corporate and foundation relations, grant writing, reporting and calendar tracking. The Development Director is responsible for managing all levels of individual giving, including membership outreach and retention; major donor strategy, relations and portfolio management; and production of small events and an annual gala. The Development Director also manages Baykeeper's communications program, including messaging and branding, earned and paid media, advocacy campaigns and further development of Baykeeper's internet presence. Financial management responsibilities include revenue projections and reporting; expense projections and budget tracking; database integrity; and use of GAAP-compliant financial procedures and financial audit oversight.

This is a leadership position in a fast-paced, collaborative, mission-driven environment. The Development Director reports to the Executive Director and works very closely with the Program Director/Baykeeper whose responsibilities include oversight of public messaging and campaigns. The Development Director leads a three-person development team, including managing a Development Associate and coordinating the major gift cultivation efforts of the Executive Director. The successful candidate will be highly professional and comfortable representing the organization before a variety of audiences; highly-motivated and well-organized; and an exceptionally persuasive writer.

San Francisco Baykeeper is a founding member of Waterkeeper Alliance, whose chairman is Robert F. Kennedy, Jr.

QUALIFICATIONS

Required:

- Minimum 7 years background in progressive, well-rounded non-profit

fundraising experience, including a successful track record in grant seeking, membership recruitment and planning events.

- Exceptional writing and public speaking skills.
- Experience managing internet communications.
- Excellent social skills, maturity and professionalism.
- Effective staff management skills.
- Working knowledge of Raisers Edge.
- Self-motivation, initiative.
- Great organizational skills.
- A passion for Baykeeper's mission and a good sense of humor.

Desirable:

- Experience fundraising for an environmental advocacy organization.
- Bachelor's degree or equivalent; understanding of San Francisco Bay and water quality issues.

Salary: Highly competitive compensation package that includes 10% retirement contribution after one year and fully paid medical and dental benefits.

To Apply: The position will be open until filled; interviews will be scheduled beginning March 18. Please email your resume, cover letter and writing sample as Microsoft Word attachments to jobs@baykeeper.org. Each file name should begin with your last name. The subject line of your email must begin with your last name in all capital letters, followed by the words "Development Director." Only complete applications submitted as directed will be considered. No calls, please.

Baykeeper is striving for a diverse workplace reflective of Bay Area demographics.