



JOB ANNOUNCEMENT

Director of Development



Who We Are

Founded in 1989, The Laguna de Santa Rosa Foundation is a watershed-based nonprofit whose mission is to restore and conserve the Laguna de Santa Rosa and the surrounding watershed, and inspire public appreciation of this RAMSAR wetland of International importance. We collaborate with many stakeholders to restore and conserve the Laguna. The Foundation is involved in various vital efforts in the watershed through our partnerships, including restoring native habitats, invasive species, Sonoma County native plant propagation, and vernal pool stewardship. We focus on improving the environment for wildlife and people, and teaching about the Laguna in the classroom and at outings for all ages.

We are seeking an experienced development and communications professional who is collaborative and energetic with a passion for cultivating relationships and creative storytelling! Join our team and take our fundraising, communications, marketing, and event management to new heights to advance the Laguna de Santa Rosa Foundation's impact through expansion, growth, and long-term sustainability. The **Director of Development** will collaborate with staff, board, and volunteers to develop and execute results-oriented strategies to attract donors, partners, program participants, and community supporters, and build greater awareness for our mission throughout the 254-square-mile Laguna de Santa Rosa watershed and beyond.

Key Accountabilities

- Collaborate with the Executive Director, Board of Directors, and all staff to build a culture of philanthropy across all programs to support the mission and strategic priorities of the organization.
- Serve as primary staff liaison to the Board Advancement Committee.
- Set annual fundraising goals and budgets, monitor key metrics to evaluate ongoing performance, and make forecasts ensuring the department will meet or exceed annual fundraising goals.
- Cultivate relationships with existing and prospective financial donors including corporate business leaders, foundations, and individuals; acquire donors from public and private investors; build key relationships within the community.
- Work collaboratively with the Development and Communications team to properly record and maintain records of monetary and in-kind donations.
- Plan and direct all of Laguna's fundraising events to meet annual fundraising goals, including coordination of staff and volunteer event committees; Develop/coordinate/procure event management timeline and tasks, invitations and event materials, vendors, rentals, auction items, sponsorships, and other associated event needs.

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- Serve as lead for the Public Communications Team, coordinate communication strategy and execution, stewarding marketing and branding materials; writing and editing content produced for fundraising appeals and annual impact reports, and collaborate on content for social media, website, and other communication platforms to promote the Laguna Foundation and its mission.
- Research possible funding sources and collaborate with staff to apply for grants and public funding.
- In collaboration with the Laguna Foundation program staff, support the implementation of community or school volunteer workdays, including identifying appropriate project partners, location, and activities.

The information in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be assigned as needed.

Supervisory Responsibilities

- This position has supervisory responsibilities over the Development and Communications program team.

Education, Skills, and Experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and desired elements listed below are representative of the knowledge, skill, and/or ability necessary to fulfill the primary duties and responsibilities. *Note that experience includes lived experience, traditional knowledge, volunteer experience, school or coursework, work experience, and other related qualifications, skills and experience.*

- Minimum of five (5) years of experience with a nonprofit organization in fundraising, communications, and/or similarly related job duties is required. Prior experience with the philanthropic community and/or environmental field in Sonoma County and/or the greater San Francisco Bay Area is highly desired.
- Demonstrated successful track record of annual, major and/or planned giving campaigns, including examples of proven success asking for (and closing) major gifts and managing fundraising events.
- Superb written and verbal skills to communicate with donors and other stakeholders across diverse sectors and demographics; must have experience in public speaking.
- Experience using fundraising software and tools to analyze and track progress throughout the year, research donor prospects, manage auctions, and send communications.
- Excellent organizational and time management skills to keep projects on track.
- Extensive knowledge of fundraising strategies and principles.
- Excellent interpersonal and managerial skills with a demonstrated ability to work independently and as a team member.
- Experience supervising and motivating fundraising staff, board members, and volunteers.
- Knowledge of tax planning principles and techniques that favor charitable giving.
- Proficiency in speaking and writing in English.
- Proficient in Microsoft Office Suite, Google Suite, or similar software.
- Demonstrated cultural competence and commitment to justice, equity, diversity, and inclusion.

Desired Education, Skills, and Experience

- College degree or equivalent certification in fundraising, nonprofit administration, business management, development, communications, or related field is highly desired.
- Certified Fund Raising Executive (CFRE) or similar credential desired.
- Proficiency in speaking and writing in Spanish is highly desired.

Position Type/Compensation

Annual salary range: \$83,200 – \$93,600/year. We offer a competitive benefits package that includes employer-sponsored health, dental, and vision insurance including up to 90% employer-paid premium; accrued vacation, two weeks paid sick leave frontloaded annually, 14 paid holidays, two paid personal days; and participation in a 403(b) retirement plan.

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Expected Hours of Work

This is a full-time salaried position of 40 hours a week, with eligibility for a flexible work schedule and a hybrid office/remote workplace arrangement. This position is not eligible for a full-remote schedule, and some hours in the office each week are expected. Days and hours of work for full-time employees are generally 8 hours a day on Monday through Friday with flexible scheduling between 8:00 a.m. to 6:00 p.m. Occasional evening and weekend work may be required.

Travel

Travel is primarily local during the business day, although some projects may require out-of-the-area and overnight travel.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear; frequently required to sit and use hands; occasionally required to reach with hands and arms; must occasionally lift and/or move up to 25 pounds; specific vision abilities required by this job include close vision and ability to adjust focus; physical demands include writing/typing, use of computer and paper files, answering phones, attending meetings.

Organizational Mindset/Values

The successful candidate will be a dynamic person, possess integrity, be flexible, and be a creative team player. They will be driven by a passion for the sustainability of our natural environment and action-oriented change. They will thrive in situations where multiple and diverse demands are involved, adjust to changes in a growing organization, and be comfortable working in a team-oriented culture with an evolving non-profit fundraising environment. They will be a strong connector and build relationships with our stakeholders and seek out new opportunities to connect with our community. They will be highly organized, detail-oriented, self-directed, and resourceful with the ability to take initiative and follow-through on independent projects. They will demonstrate a commitment to diversity, equity, inclusion, and social justice through continuous learning, modeling inclusive behaviors, and proactively managing bias.

How To Apply

Please submit an email to jobs@lagunafoundation.org with “**Director of Development**” in the subject line or mail to the address below. Please include a cover letter, resume, and a sample of your writing. The names and contact information of at least three professional references may be requested if selected for the second round of interviews. No phone calls. Do not submit a photo.

Application Deadline: Open until filled.
Interviews will be scheduled on a rolling basis.

Laguna Foundation
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The Laguna de Santa Rosa Foundation is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, gender, sexual orientation, gender identity/expression, national origin/ancestry, age, disability, marital or veteran status, or any other status protected by laws or regulations. We strive to employ a staff that represents the communities we serve and work in. All Genders, LGBTQ+, Black, Latinx, Indigenous, and People of Color are strongly encouraged to apply.