



Development Director

Position Description

The Fund for People in Parks' Development Director position collaborates on the design and implementation of our fundraising program, which is currently focused on major gifts. The Fund is a continuously-developing fundraising, grant-making, and project facilitation organization, focused on enhancing the visitor experience in western National Parks.

Responsibilities

Strategic Planning

- Craft fundraising strategies and initiatives, with a primary focus on major gifts and expansion of corporate and foundation support.
- Identify, evaluate, and recommend new opportunities and prospects to increase donations and grants.
- Update and recommend improvements to development plan and donor stewardship program.
- Develop communications strategy and materials in collaboration with other staff.

Fundraising

- Develop targeted cultivation plans and solicitation strategies across major donors, grants, foundations, and support implementation of the plans.
- Build and maintain relationships with supporters.
- Represent the Fund for in-person donor cultivation approximately 1-2 times per month - focus is on the Bay Area, but may also include Southern California and other locations statewide.
- Research and identify prospective donors.
- Provide support for Advisory Committee's involvement in development strategy and activities.
- Oversee processes and communications for donor onboarding and retention.
- Oversee donor onboarding, retention and acknowledgments.

Outreach and Events

- Oversee and/or support design and implementation of donor cultivation and outreach events, often in National Park sites, in close coordination with other Fund staff.
- Represent the Fund at limited number of cultivation and outreach events (~4x/year).

Communications

- Participate in design, production, and execution of communication materials, including collateral, bi-monthly newsletter, other e-communications, social media, and mailed collateral.
- Support crafting of the brand and organizational voice to provide a strong case for support.

Qualifications, Skills, and Characteristics

- Experience in non-profit fundraising environment, particularly with major gifts.
- Experience developing cohesive fundraising plans, strategies, and campaigns.
- Success managing major donor/prospect portfolios.
- Knowledge of current and evolving trends in major gift giving and solicitation.
- Strong written and verbal communication, excellent writing and editing skills, talent for storytelling.
- Excellent interpersonal and relationship-building skills.
- Ability to work independently in remote setting while part of a highly-collaborative team.
- Passion for national parks and public lands.
- Possess an “entrepreneurial” spirit consistent with a small and nimble organization.
- Proficiency with remote working tools and cloud software applications.
- Commitment to advancing a culture of inclusion in the organization.

Working Conditions

- This is a remote work position in California with a strong preference for the San Francisco Bay Area, due to the location of advisors, donors, and parks. Work schedule is flexible.
- Business travel within the San Francisco Bay Area may be frequent (~1-2x/month), with occasional travel to National Park sites and other locations in California for events. Personal vehicle required; federal mileage rate reimbursement provided for all work travel.
- Work on weekends, evenings, and long-hour days should be expected on a limited basis (~4-6x/year)
- Occasional outdoor and site-related activity may include walking and hiking in a variety of mountainous, desert, and beach environments, visiting high elevations, boating, and visits to industrial settings, such as shipyards, warehouses, and foundries.

Compensation

The position is 12 hours/week, with occasional upticks to 30 hours (~3-4 weeks/year, spread out across the year). Hourly wage is \$58/hour, consistent with all Fund staff on a flat pay structure. Flexible scheduling. This position does not provide accrued vacation or sick time, nor benefits.

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To Apply

Applicants should submit a letter expressing interest and a résumé to searchcommittee@peopleinparks.org. Priority review deadline is **March 15, 2024**.

Applications will remain open until a suitable candidate is found.

Start date is negotiable, ideally by May 1.

The Fund for People in Parks is a fiscally sponsored 501(c)(3) project of Community Initiatives. Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

The Fund encourages applications from equity-seeking groups.