

Development Manager

California Invasive Plant Council



The California Invasive Plant Council (Cal-IPC) is a leader in the environmental community working to protect California's environment and economy from invasive plants. We are a nonprofit organization with an active board of directors, a dedicated statewide membership, and a fun, hardworking staff. More at www.cal-ipc.org.

- Hours:** Part-time, 40% FTE, 16 hours/week, to start, with flexible hours and rare weekend work (2-4 times year)
- Salary:** \$1,250 to \$1,666.67 per semi-monthly pay period (i.e. \$36.06 /hour to \$48.08/hour, based on a \$75,000 to \$100,000 annual rate at 100% FTE), commensurate with experience
- Type:** Non-exempt, at-will
- Education:** Bachelor's degree or equivalent experience
- Experience:** 3+ years related professional experience, 1.5+ of fundraising preferred
- Location:** Remote work from home office (in California)
- Reports to:** Executive Director
- Travel:** Occasional travel in California (2-4 times a year) including annual conference

Position Purpose:

The Development Manager oversees our donor fundraising campaigns and legacy giving efforts. The manager leads on annual fundraising efforts, cultivates and stewards donors in partnership with the Executive Director and Board of Directors, and works in coordination with fellow staff members on print and digital communications directly and indirectly related to fundraising.

Responsibilities:

1. Organize and execute annual fund and major donor fundraising strategies that grow the organization's financial stability. Build relationships with key supporters, including major donors, legacy donors, and corporate and organizational sponsors for Cal-IPC's annual Symposium. Cultivate ongoing member support, identify new donor prospects, and lead stewardship strategies.
2. Grow the visibility and income of our Spring Fundraising Campaign and our Year-End Fundraising Campaign. Each is currently bringing in \$50,000.
3. Grow sponsorship from organizations and individuals for our annual Symposium, currently at \$80,000; participate in event marketing.

4. Collaborate with staff and board members to develop and execute a calendar of fundraising strategies that engage a variety of donor prospects. Help develop metrics and track effectiveness of chosen strategies.
5. Provide leadership for our board's Fundraising Committee and leverage board members' time and connections. Train board members on nonprofit fundraising fundamentals.
6. Manage our NEON customer relationship management (CRM) database to track members, event registrants, donors, and sponsors. Help manage quality control for data entry by all staff. Use Constant Contact for email communications with our community. Use WordPress to update development-related content on our website.
7. Support the design and production of marketing pieces to ensure consistency of branding, messaging, and voice that motivate key audiences to consider donating. Help generate and curate development-related content on multiple platforms, including websites, social media, email, direct mail, and printed media, including our *Dispatch* newsletter. Help maintain our library of photos and videos.
8. Ensure donor documentation is sound and following UPMIFA guidance. Manage acknowledgement letters and donor plans. Facilitate non-cash gifts. Coordinate with administrative staff to ensure that internal processes for financial transactions align.
9. Other duties as required.

Desired Skills and Qualifications:

- Proven track record of building relationships and bringing in memberships, donations, and sponsorships from individuals and organizations. Experience with planned giving is a plus.
- Familiarity with development best practices, ability to set up and implement systematic practices.
- Familiarity and working understanding of Generally Accepted Accounting Principles (GAAP)
- Familiarity with software to support development-related marketing, communications, and donor relations, especially customer relationship management (CRM) database software.
- Persuasive writer and detailed copyeditor with the ability to articulate the organization's mission and impact effectively. Strong storyteller, able to communicate organization's impact to donors, as well as complexity and nuance for general audiences.
- Highly organized with high attention to detail, ability to meet or exceed deadlines, and a commitment to rigor and excellent work product.
- Creative problem-solving skills and flexibility, with strong time management skills and the ability to manage multiple projects simultaneously.
- Positive, can-do attitude with a sense of humor; professional and engaging manner in working with donors, coworkers, board of directors, diverse partners, media, and the public.

- Ability to relate to Cal-IPC community, inspire trust, and build authentic relationships with a wide range of people and collaborators.
- Comfortable and effective working independently and as a team member in a remote work situation.
- Support for Cal-IPC's mission and for our commitment to engaging a broad range of communities in land stewardship.

Additional desirable skills:

- Experience with non-profit administration.
- Knowledge of invasive plant management and environmental stewardship.
- Familiarity with NEON CRM and WordPress web content management system.

To Apply:

Email resumé and cover letter to jobs@cal-ipc.org, with "Development Manager Application" on the subject line. Position is open until filled. We will review submissions as they are received.

Equal opportunity employer: Cal-IPC does not discriminate based on race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or veteran's status, in any of its activities or operations. We are committed to providing an inclusive and welcoming professional environment for all.