

Development Director, ECOLIFE Conservation

ECOLIFE Conservation® is an international organization providing solutions to mutually benefit underserved communities and imperiled wildlife around the world. The Director of Development is responsible for planning, organizing, and directing all of ECOLIFE Conservation's fundraising including the major gifts program, annual fund, planned giving, special events, grants, and capital campaigns.



QUALIFICATIONS:

- A bachelor's degree in related field.
- 5 years minimum experience in professional fundraising.
- Strong interpersonal and writing skills.
- Knowledge and proven experience in fundraising techniques, particularly major gift fundraising.
- Skills to work with and motivate staff, board members and other volunteers.
- A desire to get out of the office and build external relationships.
- A self-starter and goal-driven attitude to initiate donor visits and fundraising calls.
- Strong organizational skills and demonstrated follow-through on tasks and goals.
- A positive attitude, concern for people and community, demonstrated presence, self-confidence, common sense and good listening skills.

JOB RESPONSIBILITIES:

1. Establish effective communications that result in increased donations, grants and community support.
2. Establish and execute a strategy for success with in-person solicitation of prospective donors and supporters.
3. Demonstrate ability to diversify and grow ECOLIFE's financial portfolio.
4. Grow a major gifts program including identification, cultivation, solicitation and winning major donors.
5. Oversee grant-seeking including research, proposal writing, and reporting requirements.
6. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
7. Direct an effective annual fund program, including mailings and annual fundraising drives, that achieves budget goals annually.
8. Direct capital campaigns and other major fundraising drives.
9. Develop and manage details of fundraising special events.
10. Direct employee fundraising drives.
11. Oversee prospect research.
12. Make public appearances/accept speaking engagements to the end of making ECOLIFE one of the premier and most well-known sustainability nonprofits in San Diego.
13. Organize and lead staff and board Development Committee meetings.
14. Manage fundraising database and tracking systems.
15. Measure success of all fundraising activities.
16. Supervise and collaborate with other fundraising staff.
17. Oversee creation of publications to support fund raising activities, on budget.
18. Maintain gift recognition programs.

Reporting & Other Details

The Development Director works closely with The Executive Director and the Board of Directors in all development and fundraising endeavors, and reports directly to the Executive Director. This is a full-time, salaried position. ECOLIFE is

located in downtown Escondido near several shops and restaurants with free parking. ECOLIFE is a Mac office and uses Google Drive for the majority of file sharing. Salary is commensurate with experience and other qualifications. Benefits include health insurance, paid time off and a casual, dog-friendly office with option to occasionally work remotely. To apply, please send resume and one-page cover letter to Anne Middleton amiddleton@ecolifeconservation.org with "Development Director" as the email subject. DEADLINE TO APPLY IS JULY 15, 2018.