



Job Description | Fund Development Manager

Organizational Overview: MEarth (pronounced Me-Earth) is a dynamic environmental education nonprofit that offers place-based, experiential programs to over 5,500 program participants from throughout Monterey County annually, with a focus on youth. We offer four signature programs: ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect through school-day programs, afterschool field trips, weekend workshops, special events, volunteer opportunities and more.

Our programs come to life at the award-winning Hilton Bialek Habitat, a nationally- recognized environmental education center located at the mouth of Carmel Valley (adjacent to Carmel Middle School). The 10-acre Habitat is replete with native plant habitat gardens, a pond, off-grid greenhouse, native plant nursery, outdoor amphitheater, organic edible/ornamental gardens, heirloom fruit orchard, outdoor kitchen and wood-fired pizza oven and a LEED-certified cooking classroom. MEarth's age-appropriate, standards-based programming builds inquiry skills, increases awareness of environmental concerns, and invites students to embody sustainable solutions in their lives, homes, schools and communities.

We are looking for an enthusiastic addition to our team and can't wait to meet you!
www.MEarthCarmel.org | [www.Facebook.com/MEarthCarmel](https://www.facebook.com/MEarthCarmel)

Position Summary: The Fund Development Manager is responsible for leading MEarth's ongoing fundraising initiatives. A primary responsibility will be writing, development, and reporting for MEarth's grant funding, including all existing, renewal and proposed grants and contracts. This position also facilitates the annual giving campaign, individual donor development strategies and special fundraising events for MEarth.

This position works in close collaboration with the Executive Director and in concert with the Board Fund Development committee, to ensure that fund development strategies throughout the organization are effectively designed and implemented. This position requires exceptional skills in administration, project management, financial tracking, relationship building, writing, communication and collaboration.

Position Title: Fund Development Manager

Reports To: Executive Director

Terms: Full time/Exempt

Compensation: Salary (*depending on experience*) includes medical stipend + PTO/Holiday Pay

Primary Responsibilities:

Grant Writing and Management

- Lead the grant writing process, which includes (but is not limited to):

- Collaborate with MEarth's Executive Director, Program Director and potential partners to manage the development, writing and timely submission of all proposals/reports.
 - Lead the preparation and submission of grant reports, collaborating with team members to ensure delivery of the necessary data and documentation.
 - Develop and monitor contracts and ensure that invoicing/billing is carried out on a timely basis (if needed).
 - Maintain all grant-related filing systems (hard copy and GoogleDrive)
 - Research additional grant opportunities that match the goals and objectives of the organization.
- Provide monthly grant reports to Executive Director and Program staff:
 - Prospect Research Reports, Current Grant Updates, including financial reporting, Upcoming Report and Proposal Deadlines
 - In concert with the Executive Director, manage all correspondence with funders related to reporting, contracts, and report/proposal submission.
 - Maintain donor database on eTapestry

Annual Giving + Individual Donor Development

- In collaboration with Executive Director/Board, develop an annual fund development plan with attainable goals and benchmarks, monitor throughout year.
 - Manage the planning and execution of the annual giving campaign by developing/sending mass mailings, crafting ask letters, segmenting donor lists, social media outreach, etc.
- Maintain existing relationships and develop new relationships with donors, sponsors, businesses, foundation representatives and others to nurture their connection to the organization.
 - Solicit and engage sponsors for two large annual community events (Glass Pumpkin Patch + MEarth Day)
 - Develop an annual donor communication plan to ensure regular and meaningful communications throughout the year
 - Produce letters to ensure the timely acknowledgement of gifts and donations
 - Maintain donor databases
- Establish Annual Donor Appreciation + Engagement events

Qualifications and Competencies | We're looking for a team member with a proven track record of:

- Strong attention to detail, particularly surrounding mission-aligned writing & program-related narrative development.
 - Commitment to building a deep understanding of MEarth's philosophy, program logic models and funding history.
- Showing initiative in developing action plans and resolving problems quickly and effectively as they occur.
- Excellent project management and meeting facilitation, including delegation, time management and implementation of project plans.
- Organizing, prioritizing and executing tasks individually, one-on-one, and with teams.

- Demonstrated ability to effectively communicate with an array of audiences using a variety of formats including active verbal and written communication.
- Committed to constant growth and improvement in the workplace.
- Developing, implementing and maintaining organizational and administrative systems.
- Total fluency with the Apple OS, Microsoft Office Suite, Google Apps for nonprofits and eTapestry.
 - Knowledge of Quickbooks and other financial monitoring systems a plus.
- Experience with MailChimp and common social media platforms preferred.
- BA and minimum three years development experience in the Development Field in an established nonprofit preferred.

Job Characteristics | We are a small, passionate and collaborative team. We're looking for someone who will thrive with:

- Fast-paced environment with a focus on timely, accurate results
- Technical and intellectual focus
- Demanding, critical and exacting follow-up
- Constant and often rapid decision-making, always backed by careful understanding of all available information; detailed technical knowledge; expertise and serious considerations for all sides of the issue/problem
- Communication, communication, communication!
- Lots of opportunities to use/demonstrate 'know how' and expertise, and work together to find creative solutions to complex challenges

Required Physical Capabilities | Incorporated with one or more of the essential functions of this position are the following essential physical requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter, and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and/or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Ability to operate a computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to routinely lift and carry supplies and materials weighing up to 25 pounds.

To Apply:

Send a cover letter, resume and contact information for three professional references to info@mearthcarmel.org with "**Your Name-FundDevelopment**" in the subject line.

No phone calls please.

Women, people of color and LGBT candidates are strongly encouraged to apply. MEarth is an Equal Opportunity Employer.