

Point Lobos Foundation  
Development Director

The Point Lobos Foundation (PLF) is seeking to better serve our community with the addition of a dynamic and experienced Development Director. The Development Director is responsible for planning, organizing, and directing all of the Point Lobos Foundation's fundraising including the major gifts program, membership program, annual appeals, planned giving, grants and capital campaigns.

We are a non-profit organization dedicated to protecting and nurturing Point Lobos State Natural Reserve, educating and inspiring visitors to preserve its unique natural and cultural resources, and strengthening the network of Carmel Area State Parks. Our work is driven by the dedication of countless volunteers and supporters, a collaborative relationship with California State Parks, and a small, passionate staff. We wear many hats, and place great value on your ability to balance and support multiple priorities, projects and interests. A background in green spaces, parks and recreation or conservation will set you apart!

Duties and responsibilities:

- Acquire and maintain sound knowledge and understanding of the organization and our partners.
- Work with key staff and directors to develop and execute integrated annual fund raising plans.
- Meet prospective donors and supporters on a continual basis to establish strong relationships.
- Support Executive Director in development of relationships leading to legacy gifts and funding of capital and other special purpose needs.
- Identify underutilized private and public funding sources, and related constituencies, and develop strategies to build relationships with those groups.
- Manage annual fund efforts, including mailings and annual fundraising drives.
- Develop a major gifts program including identification, cultivation and solicitation and acknowledgement of major donors.
- Build planned giving program with a focus on deferred gifts such as bequest expectancies.
- Manage and execute all gift recognition efforts.
- Oversee grants including research, approvals, proposal writing, outcome development, data collection and reporting.
- Comply with all grant application and reporting requirements and deadlines as defined by contracts between PLF and grantors.
- Act as liaison between PLF, key partners and supporters to insure funded projects are managed effectively and on time.
- Work with key staff to develop special events, including donor recognition and appreciation events.
- Work with key staff and directors to insure timely and consistent communications to supporters, and to develop publications that support fundraising activities.
- Make public appearances/accept speaking engagements to share information about the Point Lobos Foundation with our community.
- Oversee the effective use of donor management software including all data entry, accurate and complete donor records, accurate and timely acknowledgement of gifts and reports as needed.

- Work with Finance Specialist to manage income received from restricted gifts and expenses made from restricted gifts, and prepare monthly reconciliation reports by fund.
- Work with key staff and directors to prepare annual fund development budget.
- Provide direct support including scheduling, minutes, agenda development, etc. to the Fund Development and Foundation Communications committee of the board of directors.
- Demonstrate professional conduct at all times.
- Assist with other projects, special events, or duties as requested.

Required Skills and Experience:

- Excellent written and oral skills; ability to write clear, structured, articulate, and persuasive proposals and be a skilled public presenter
- Professional demeanor and ability to positively represent the Point Lobos Foundation and our partners
- Ability to collaborate with teams and build positive relationships with staff, supporters, volunteers and partners
- Excellent computer skills; Word, Excel and PowerPoint
- At least five years of professional experience in non-profit fund development
- Knowledge and experience in fund raising techniques, particularly major gift fundraising
- Experience monitoring and meeting budgeted income goals
- Be a “self-starter” and goal driven to get out of the office and build external relationships
- Flexible, able to adapt to changing needs and priorities
- Familiarity with various types of donor management software, eTapestry a plus

Desired Skills:

- Knowledge of graphic design using Adobe Creative Suite, particularly Acrobat, InDesign and Photoshop
- Experience or educational background in conservation, green spaces and/or parks and recreation
- Knowledge and familiarity with prospect research techniques and tools

This is a full-time salaried position and as such is not eligible for the overtime provisions of the Fair Labor Standards Act. This position requires occasional outdoor work in variable weather conditions, hiking, sitting, standing, occasional evening and weekend work, and the ability to lift 25 lbs. The Point Lobos Foundation offers a competitive salary, excellent vacation package, medical, dental, vision, long-term disability and life insurance. This position reports to the Executive Director.

To apply please send a cover letter highlighting what you would contribute to this position, a resume with education, work history and relevant skills and a recent writing sample (i.e., appeal letter, grant application, annual report, etc.). All materials and questions should be submitted to Anna Patterson, Executive Director ([anna@pointlobos.org](mailto:anna@pointlobos.org)).