

AMERICAN RIVER NATURAL HISTORY ASSOCIATION and EFFIE YEAW NATURE CENTER

Job Description: Development/Advancement Manager

Rate: \$65,000.00 annually - Salaried Position	Last Date Modified: 6/1/2022
Exempt/Non-exempt: Non-Exempt	Full Time / Part Time / Seasonal: Full Time
Schedule: Weekdays, Weekends, Holidays	Minimum Hours: 32-40
Department: Development/Advancement	Supervisor Title: Executive Director

Job Summary:

Under the supervision of the Executive Director, the Development/Advancement Manager is responsible for overseeing, developing, and evaluating all aspects of fundraising, membership, marketing and communications for the organization, and directly managing a Development/Advancement Team that includes a Development and Membership Coordinator, a Development and Membership Associate and a Marketing and Communications Associate, as well as general supervision of the Volunteer Programs Manager.

Job Duties: *Duties may include but are not limited to:*

- Work with EYNC/ARNHA’s Executive Director, Board committees and EYNC staff to implement a long-range funding plan under the direction of the Executive Director and in support of the organization annual budget and operations plan.
- Work with the Grant Writer to develop grant proposals and reports to corporate, foundation, and government funders.
- Organize solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
- Cultivate relationships with current and prospective funders through visits, phone calls, correspondence (including social media), and special events.
- Track progress of pledges and pending Legacy and Bequest gifts.
- Set up donor meetings and small events with Board to recruit new Board and committee members and to cultivate donors.
- Secure sponsorships from local businesses and organizations.
- Ensure the proper receipt and processing of memberships, donations, donor database entry, and the audit trail on all donation receipts.
- Ensure timely and ongoing donation recognition.
- Produce and mail semi-annual fund appeal mailings and other fund appeals, as needed.
- Ensure that an Annual Report is developed and distributed to donors, members and stakeholders.
- Coordinate special fundraising and appreciation events and projects.
- Provide the Executive Director and the ARNHA Board Members with monthly reports and updates on fundraising, and additional details as requested.

- Ensure a Development filing system is maintained, including all proposals as well as “historical” materials related to development (news articles, annual reports, fundraising mailings, newsletters, brochures, special event info, etc.).
- In partnership with EYNC staff and departments, formulate and coordinate marketing activities, promotional activities/materials, and policies to promote products and services (such as rental of the Assembly Building).
- Evaluate the efficacy of the fundraising, marketing and membership programs.
- Provide training on fund development principles to the Board of Directors and Staff.
- Evaluate all aspects of organization fundraising efforts and events for efficiency, efficacy, financial viability and mission alignment.
- Support general operations and departmental activities as needed or requested, including assisting in Animal Care, Administration/Facilities, Education and Volunteer Programs, and general customer service duties including assisting at the front desk, answering phones, responding to and assisting the public, etc.
- Other duties as assigned.

Job Skills and Experience:

- Completion of a Bachelor of Art or Bachelor of Science degree from an accredited college or university in an applicable field and three years working in a successful fundraising position for a nonprofit organization.
- or**
- Five+ years of experience in a full-time fundraising position for a successful nonprofit organization.
- and**
- Possession of a valid first-aid and CPR certification within six months of appointment
- Possession of a valid California Driver’s License and access to reliable transportation.
- Ability to work in close proximity to wild animals.
- Ability to work in an outdoor environment with adverse weather conditions (heat, cold, wind, rain) etc.
- Must wear close-toed shoes and clothing suitable for work at a Nature Center
- Ability to use web-based email systems, Microsoft suite and other systems for tracking, communications and reporting
- Ability to work periodically on weekends, evenings and holidays
- Familiarity with general donor management systems such as Donor Perfect,

Working Conditions: This position requires working weekends, holidays and occasional evenings, sometimes in outdoor settings with adverse weather conditions (heat, cold, wild, rain) etc. This position also requires: working in close proximity with animal ambassadors and other wildlife, possession of a valid California driver’s license and reliable transportation, ability to lift 25 pounds, and the ability to stand and sit for hours at a time.