JOB ANNOUNCEMENT
Title: Director of Development
Position: Full time, Exempt, Non-Residential Position
Reports to: Executive Director
Compensation: Salary DOE and excellent benefits package including health, dental and life insurance.

Slide Ranch seeks a Director of Development who will manage all aspects of Slide’s Development Office: Annual Fund, Major Gifts, Special Events, Grants, Capital Campaign and Communications. The Director of Development reports to and works closely with the Executive Director to create and implement development strategies and practices that will help Slide Ranch sustain and grow its operations and fulfill its mission.

SUMMARY:
The Director of Development (DD) provides leadership, strategic direction, management and coordination of the Slide Ranch comprehensive development program and outreach efforts. In particular, the DD is responsible for strategy, implementation and results of all of Slide’s contributed income programs including the following: Annual Fund campaign; expanding and overseeing the Major Gifts program, including legacy giving based on bequests; assisting in the planning, management and execution of an organizational Capital Campaign to renew the Ranch and its facilities; managing the maintenance, confidentiality, accuracy and timely entry of database and donor records; working with Board and volunteers to put on special development events, including the annual Silver Trowel Awards Dinner; and working with staff to develop grant funding opportunities for educational programming and ranch activities. The DD provides support to the Executive Director on all matters relating to fundraising, brings big picture perspectives, demonstrates best practices and explores new techniques and technologies to ensure that Slide Ranch remains competitive in the fundraising marketplace. The DD implements strategies to increase support for special events, corporate sponsorship, and earned income revenue streams. The DD provides support to the Slide Ranch Board of Directors’ Development Committee and assists in recruiting, motivating and training of Board solicitors. The DD, working in partnership with the Program Department, supervises communications for Slide Ranch to assure consistent messaging, overseeing website, email, social media and print marketing and promotion.

The position manages the Development Associate and oversees the work of consultants working in the areas of publicity, communications, outreach and event management. The DD is a member of the Slide Ranch senior leadership team and serves as a liaison to the Board of Director’s Silver Trowel Event Committee.

PRIMARY RESPONSIBILITIES:
- Develops and oversees Slide Ranch’s fundraising strategies and donor relationships, including donor recognition and stewardship; Evaluates current fundraising strategies and methods and recommend changes as appropriate
- Presents to the Executive Director an annual development plan for the organization outlining specific goals
- Oversees Slide Ranch’s Annual Fund, Special Events, Major Donor Program and Grants to meet or exceed annual development plan income goals
- Works with the Board to reach fundraising goals, to engage the Board in fundraising activities, and to identify new individual and corporate funding prospects. Manages ongoing reporting to the Board of Directors and serves as staff liaison to Board’s Development, Special Event and Capital Campaign Committees, along with any other special committees, at request of Executive Director
- Oversees all aspects of the grants program, including timely submissions, tracking, reports, and acknowledgements
- Prepares the annual development department income and expense budget and is responsible for meeting budget income and expense goals
- Oversees the overall management of the fundraising database
- Directs timely and accurate response to donor concerns, requests, and gifts
- Develops and maintains relationships with foundation and corporate funders
Working with other departments, oversees Slide Ranch’s communication policies, branding, message content, logo usage, website and social media, annual report, and collateral materials.

Directs the activities of the Development Department and consultants.

Represents Slide Ranch at organization, community and professional events, as needed.

**SKILLS:**

- Proven organizational and prioritization skills necessary to manage a small development office (2-3 staff) to achieve optimal results. Strong attention to detail.
- Ability to motivate and coordinate individuals and groups to support Slide Ranch’s mission.
- A mature leader who understands that follow-up and communication are keys to success.
- Skilled in using a variety of donor prospect research techniques and databases and in developing winning strategies for donor cultivation and solicitation.
- Experience working on a capital campaign and with outside consultants.
- Great communication skills, both written and oral. Utilizes best practices in donor communications, ethics and confidentiality.
- Demonstrated ability to function well as an independent worker and self-starter, team builder, problem-solver and strategic thinker.
- Entrepreneurial and resourceful, able to recognize and act on new and potential opportunities.
- Positive attitude, flexibility and sense of humor.
- Professional demeanor and outstanding interpersonal skills and attitude.

**QUALIFICATIONS:**

- Bachelor’s degree in business, nonprofit management or related field; MBA or graduate degree preferred.
- 7+ years of direct fundraising management experience including annual fund, donor prospecting and cultivation, major gifts, capital campaign, planned giving, grant writing and restricted gift management.
- CFRE certification preferred.
- Excellent computer skills with proficiency in Microsoft Office Suite (Excel, Word, Outlook, Powerpoint), Filemaker Pro or equivalent database, Adobe Creative Suite (InDesign, Photoshop, Acrobat).
- Ability to attend events and networking opportunities, including some evenings and weekends, as needed at the direction of the Executive Director.
- Committed to and enthusiastic about Slide Ranch’s mission and values. Previous work for environmental and/or educational organizations and organizations serving youth and families is a plus.
- Enthusiasm about working in a rural and rustic ranch environment with nontraditional offices. Must be comfortable working in an outdoor environment with a wide variety of people and situations, including farm and ranch staff, office staff and donors and program participants.

**PHYSICAL REQUIREMENTS:**

- Ability to work at a computer station for several consecutive hours, using repetitive finger movements.
- Able to lift up to 40 pounds.
- Able to work in rugged, hilly, rustic ranch environment and work spaces, including walking on uneven ground surfaces and attending meetings and events outdoors.
- Valid Driver’s License and transportation.

**TO APPLY:**

No phone calls please. Please mail, email, or fax resume with cover letter and 3 references with contact information to:

**Mail:** Slide Ranch, 2025 Shoreline Highway, Muir Beach CA 94965

**Email:** hiring@slideranch.org  (Please include Director of Development in the Subject line)

**Fax:** 415-381-5762.

For more information about our programs, please visit www.slideranch.org.

**EQUAL OPPORTUNITY EMPLOYER:**

Slide Ranch provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, in accordance with applicable federal, state and local laws.