



**AMAH MUTSUN LAND TRUST**  
**MAY 2024**  
**DIRECTOR OF DEVELOPMENT JOB ANNOUNCEMENT**

**Organizational Background**

Amah Mutsun Land Trust (AMLT) is a nonprofit 501(c)3 organization founded by Amah Mustun Tribal Band to protect Tribal sacred sites and to promote Indigenous stewardship of lands within Amah Mutsun traditional territory and the adjacent Awaswas stewardship area through research, conservation, restoration, and education.

Amah Mutsun Tribal Band is comprised of the descendants of Indigenous people taken to Missions San Juan Bautista and Santa Cruz. Amah Mutsun ancestors were forcibly removed from their lands and confined in missions during Spanish colonization. Today, the descendants of those few who survived Euro-American colonialism are working to revitalize their Indigenous culture and heal from the legacy of historic trauma. In pursuit of these goals, AMLT supports the Tribe's work to renew their sacred obligation care for Mother Earth and all beings; to reconnect Tribe members with Indigenous culture, history, and territory; and to teach non-Indigenous allies about and involve them in actively caring for our living world.

**AMLT's Core Programs and Approaches include:**

- The Native Stewardship Corps, a work training, cultural relearning, and conservation fieldwork program for Tribal members.
- The Native Plant Program, in which Native Stewards and volunteers work together to propagate native plants for land stewardship / restoration projects, Tribal cultural uses, and other purposes.
- The Cultural Burning Program, working to train a team of Tribal practitioners to renew and implement cultural burning land stewardship systems.
- The Coastal and Ocean Stewardship Program, which aims to connect with, monitor, protect, and enhance a diverse suite of coastal resources, such as shellfish and kelp forests.
- The Sacred Land Defense Program, protecting sacred sites from development and other impacts that could harm these places.
- Research and Education Programs that promote Indigenous perspectives in resource management, including the Coastal Stewardship Summer Camp for tribal youth.
- Land Ownership and Cultural Easements for protection and care in perpetuity.

AMLT has grown dramatically over the past several years, and we expect the number, breadth, and depth of these programs and supporting staff will continue to expand.

**Position Description**

AMLT's work is supported by a wide range of funders, including foundations, state agencies, partner organizations, and individual donors. Significant untapped potential exists to expand our operating budget and budget for land

acquisition, and the Director of Development is an exciting position that will lead AMLT's fundraising efforts and enable AMLT to capitalize on the many opportunities we have to expand our work in Mutsun and Awaswas territories.

Reporting to the Executive Director, the Director of Development creates and executes a comprehensive fundraising program, develops strategies and plans, and leads efforts to cultivate, solicit, and steward donors. This includes cultivating and stewarding relationships with prospective and existing institutional donors and individual supporters, developing and growing a Major Gifts Program, planning, and executing special donor events and supporting the development and successful execution of special initiatives, including capital campaigns. As a member of the senior management team, the Director of Development participates in strategic planning and budgeting initiatives, helping develop and implement the annual operating plan and long-term strategic vision and goals of the organization.

The Director of Development works collaboratively to achieve strategic and sustainable organizational growth, to manage AMLT grants and contracts, successfully execute capital campaigns, and to help AMLT effectively communicate our story to existing and prospective donors and the general public. The Director of Development supervises, and is supported by, a Development and Communications Manager.

## **Duties and Responsibilities**

### **Raise the resources necessary to support and grow AMLT's programs and initiatives:**

- Develop and lead the organization's revenue strategy, assuming primary responsibility for creating and implementing the strategy for grant, contract, individual giving, and other fundraising streams.
- Achieve all annual and multi-year revenue goals, growing philanthropic and contract support.
- Grow and manage a portfolio of prospects and donors with potential to provide significant charitable gifts to the organization. Cultivate, solicit, and close annual, major gift, and multi-year contributions.
- Identify new funding prospects to support the organization.
- Effectively implement, steward, and grow AMLT's individual giving and major gifts programs to increase annual and multi-year support from current and potential donors. Develop and implement a planned and deferred giving program.
- Serve as lead staff to future capital campaigns for land acquisition. Support future anniversaries, growth capital, and endowment campaigns.

### **Develop and implement a comprehensive fundraising program:**

- Develop and implement fundraising strategies and programs, including a special emphasis on major giving, strategic partnerships, foundation, and government relations, deferred, and planned giving programs that increase the organization's support from individuals, government agencies, foundations, and other sources.
- Provide leadership, strategic direction, management, and coordination for all aspects of the organization's development efforts.
- Prepare the annual fundraising plan in collaboration with the Executive Director. Provide detailed reports about progress on a regular basis, including but not limited to monthly committee meetings and quarterly Board meetings.
- Oversee donor stewardship and recognition programs, as well as all annual giving programs. Partner with the Executive Director to deploy their time and attention on the greatest revenue generating opportunities. Coordinate fundraising efforts with the Executive Director and other key staff.
- Build strong relationships with Program staff and understand AMLT's programs, priorities, and impact objectives.
- Ensure that philanthropy and fund development are carried out in accordance with the organization's mission, vision, values and in alignment with our strategic plan and operating plan.
- Manage development operations.

- Manage the Development and Communication Manager. With the guidance of leadership expand additional development staff as growth allows.
- Ensure appropriate systems, procedures, and resources are in place to support future fundraising goals. Implement an appropriate CRM database for managing development functions and pipelines.
- Ensure accurate maintenance and security of records and donor information. Manage gift receipts and acknowledgements.
- Ensure Finance and Programs have accurate and complete information for tracking and compliance with donor restrictions.
- Secure and manage interns and/or volunteers to support communications.
- Lead the creation and distribution of an Annual Report.
- Represent AMLT and engage donors.
- Appropriately represent the organization, its Board, and staff leadership to donors and prospects. Work collaboratively with program staff and Board to steward donor relationships and attract funding and build the capacity of program staff to represent AMLT effectively at donor engagement events.
- Service as a passionate advocate for the organization and its mission.
- Develop event strategy and implement annual fundraising events, including smaller convenings to engage donors and inspire interest and support.
- Oversee the organization's donor communications and marketing.
- Manage existing grants and contracts and secure new ones.

**Serve as a member of AMLT's senior leadership team to advance the organizations' goals:**

- Build and implement a comprehensive fundraising program to support achievement of the goals set forth in AMLT's strategic plan.
- Provide counsel and guidance to the Executive Director and members of the senior leadership staff team to incorporate development perspectives.
- Help to establish performance measures, monitor results, and evaluate the effectiveness of the organization's fund development program. Monitor all donor information and provide and present statistical analysis to senior leaders regularly and to the Board, as requested.
- Build the skills, knowledge, and abilities of Board and staff in areas including annual giving, major and leadership gifts, donor relations, community partnerships, grants, and contracts.
- Other duties as assigned.

**Qualifications**

- 5+ years' demonstrated success in fundraising strategy and development operations.
- Demonstrated success building individual giving programs, with success in expanding major donors.
- Demonstrated success securing and managing grants.
- A skilled and experienced manager of teams who requires minimal day to day supervision.
- Demonstrable track record of personally identifying, cultivating, soliciting, and closing individual donors, corporations, and foundations in areas such as major gifts, annual funds, planned giving, special events, foundation giving, and government grants and contracts.
- Demonstrated experience managing departmental budgets. Strong understanding of non-profit fiscal management, principles, and best practices.
- Experience and high comfort with fundraising/donor management software.
- Demonstrated experience with operation planning, donor pipeline management, and data-driven analysis of fundraising programs.
- Experience managing people and comfortable working independently and in teams.

- Ability to communicate the organization’s mission and interests to a broad audience. Highly developed skills in writing and speaking, crafting proposals, donor correspondence and other kinds of materials.
- Strong organizational and time management skills with exceptional attention to detail; ability to manage multiple tasks with competing deadlines and to work well under pressure.

### **Compensation and Benefits**

This is a full time, permanent, exempt position that includes the following benefits:

- option to enroll in employer-supported medical, dental and vision insurance,
- paid accrued personal time off (PTO),
- 11 paid holidays per year, and
- reimbursement for work-related travel using a personal vehicle at the federal rate.

The salary is \$95,000 to \$110,000 a year depending on experience.

### **Work Location and Travel**

This is a work remotely position. There will be a need to travel on occasion throughout Amah Mutsun Land Trust’s stewardship area, encompassing southern Santa Clara County, San Benito County, San Mateo County, Santa Cruz County, and northern Monterey County.

### **Equal Opportunity Employer**

Amah Mutsun Land Trust is an equal opportunity employer and does not discriminate against people of different genders, races, religions, or creeds. AMLT is a drug- and alcohol-free workplace that prohibits the use of drugs and alcohol on the job or at any of our work sites. *Members of Amah Mutsun Tribal Band are strongly encouraged to apply for this position.*

### **To Apply**

Please submit a resume and cover letter to Lisa Carrier at [hiring@amahmutsun.org](mailto: hiring@amahmutsun.org). In your email, please use the following subject line: “**Director of Development - <Your Full Name>**”. Questions can be directed to Lisa at the same email address. Applications will be accepted until the position is filled.