

Director of Development & Operations Job Description

Employment Status: Regular full-time, exempt, 40 hrs/week, salaried pay with benefits

Compensation & Benefits: \$72,500 - \$86,000 per year. This position includes 100% employer-paid health, dental, and vision benefits, vacation, holiday and sick pay, including a paid holiday week between Christmas Day and New Year's Day.

Work Locations: Oakland headquarters. Occasional travel to satellite offices in San Francisco and Milpitas. Minimal travel around the Bay Area to meet with funders/partners as well as attend meetings and conferences.

Weekly Work Schedule: Regular Monday through Friday with some additional nights and weekends. The work schedule is subject to change at the discretion of the Executive Director and team needs.

Ideal Start Date: November 1st, 2021 or sooner

How to Apply: Please send a resume, cover letter, and three references to zulma@bawt.org with subject line: Director of Development - Application . In your cover letter, please include:

- Your interest in BAWT.
- How does that interest intersect with DEIEJ (Diversity, Equity, Inclusion, and Environmental Justice)?
- Which BAWT core value(s) do you most identify with? (1) Community Empowerment, (2) Social Justice, (3) Environmental Stewardship.

Application Deadline: October 12th, 2021

Minimum qualifications

- Strong strategic, analytical and data-driven approach to marketing, fundraising, institutional funding and relation cultivation and development
- Minimum 6 years experience in nonprofit fundraising, grant/proposal writing, management/reporting of development initiatives
- Proven track record of strategizing and achieving funding targets
- Excellent oral and written communications skills including those related to fundraising, grant writing and reporting
- Demonstrated ability to cultivate and steward new donors and funders, including thorough understanding of foundation and major donor funding, including experience working directly with donors and foundation program officers
- Fluency with Microsoft Office, Google Suite (Gmail, Docs, Sheets, Calendar, Forms, etc) and database CRMs
- Experience recruiting, hiring, training and supervising staff

Preferred Qualities

- Prior marketing/sales and/or start-up experience
- Extensive knowledge of the Bay Area and the local non-profit culture

Key Responsibilities & Duties

Donor Relationship Management & Stewardship

- Develop, manage and oversee individual donor program. Includes:
 - Cultivating and stewarding major donors gifting in excess of \$1000.
 - Stewarding deepened engagement, gift renewal and increased affinity with donors
 - Strategizing diversification and expansion of donor community
 - Update and maintain accurate donor data
 - Work collaboratively with the Assistant Director of Development, Executive Director, Advisory Council, Development and Operations Officer, and other stakeholders as needed

Development Strategy & Fundraising

- Lead development department's strategic plan and major fundraising programs (e.g. Adventure for Kids - AFK) and other minor/major events working collaboratively with the Executive Director, Associate Director of Development; Advisory Council and other stakeholders as needed. Includes:
 - Collaborating in the development of the department's budget and annual/long-term strategic planning
 - Developing and leading implementation of annual fundraising plan, including scaling and marketing strategy
 - Establishing vendor relations and coordinating vendors, event and volunteer logistics
 - Spearheading permit and other related program logistics and administrative tasks in relation to AFK
 - Recruiting Advisory Council Members and other fundraising partners
 - Leading planning and execution of minor and major events, including Annual Gala, and related outreach and marketing

Volunteers & Internships

- Spearhead volunteer and internship programs working collaboratively with the needs of the team. Includes:
 - Leading development, execution and performance analysis of program outreach and engagement
 - Establishing points of contact and cultivating working relationships with current and potential organizational partners
 - Coordinating volunteer/intern logistics and operational duties

Grants & Institutional Funding

- Spearhead grant/institutional funding pipelines and other solicitations for financial and in-kind support. Includes:
 - Researching, identifying and strategizing appropriate grants, public procurement proposals and other funding sources
 - Establishing and stewarding sustainable relationships with funders
 - Maintaining grant calendar

- Gathering appropriate data for and executing grant writing, reporting, and other related supplemental material and follow-up
- Prepare routine donor, institutional funding and operational reports, supplemental materials, presentations, etc. as needed

Marketing and Communications

Strategizing long-term marketing and communications strategy with oversight of the Executive Director and assistance of the Assistant Director of Development. Includes:

- Developing and implementing marketing budget
- Benchmarking, analyzing and improving marketing presence across platforms
- Developing performance metrics

Operations

- Assisting with internal organization operational procedures and maintenance. Includes:
 - Assisting in the daily operations (e.g. check requests, contract follow-up) with contractors; vendors; and other associated partners

Miscellaneous

- Assist as needed depending on team needs.

Bay Area Wilderness Training (BAWT) is a fiscally sponsored project of the Earth Island Institute. Our mission is to create equitable access to outdoor experiences for youth of color and low income youth. BAWT envisions a world where all youth have access to the wilderness. We believe that youth, once exposed to the wilderness, have a broadened sense of themselves, one another, and the world around them and are better prepared to lead social and environmental change. Our three organization values include: social justice, environmental stewardship, and community empowerment.

BAWT plays a key role in providing access to the outdoors for over 10,000 youth each year. Over 85% of youth gaining access to the outdoors through BAWT supported trips are youth of color and 74% are low-income. BAWT seeks to build a strong and talented team with the skills and experience to serve the diverse needs of our clients and communities. BAWT is an equal opportunity employer and women, people of color, people of low-income backgrounds, and members of the LGBTQ community are encouraged to apply. All applicants will be evaluated based on their unique skills and attributes.