



BODEGA LAND TRUST

dedicated to the conservation and stewardship of land and community

JOB ANNOUNCEMENT

March 14, 2012

Position Title: DEVELOPMENT DIRECTOR

The Bodega Land Trust, a non profit 501(c) (3) organization, is seeking a part-time Development Director to oversee, plan and implement its fund-raising activities and to establish other activities that directly support fund-raising, such as membership development.

Organizational Background: The Bodega Land Trust was established in 1992. Its primary emphasis is the preservation of the natural landscape, agricultural uses, a healthy riparian environment and building community in the Salmon Creek watershed and the surrounding area including the towns of Bodega, Bodega Bay, Freestone, Salmon Creek, Valley Ford and Occidental in western Sonoma County. The Bodega Land Trust is currently an all volunteer organization that pursues its objectives through the acquisition of conservation easements. The Bodega Land Trust wishes to develop a more consistent and expanded funding stream in order to pursue additional opportunities.

Responsibilities of the Job:

- Develop systematic membership contacts and establish and maintain a program of annual minimum membership contributions.
- Identify prospects and build a donor base of individuals, local businesses and foundations.
- Cultivate and maintain relationships with donors and funding partners.
- Identify relevant grant possibilities and write clear, concise and compelling grant applications.
- Track application and reporting deadlines and manage grant calendar.
- Submit all applications and required grant materials.
- Maintain all development records and correspondence.
- Provide timely acknowledgement of gifts from donors.
- Plan and implement fund-raising events.
- Plan and oversee production of fund-raising materials.
- Design and implement special fund-raising campaigns.

A California non-profit 501(c)(3) corporation
P.O. Box 254, Bodega, CA 94922; (707) 874-9001

www.bodeganet.com/landtrust/; email: bltrust@sonic.net

Board of Directors: Mary Biggs, Ellie Fairbairn, Sharon Welling Harston, Eric Koenigshofer, Don Sherer

- Help to create budgets and identify gaps in program funding.
- Attend BLT events and activities.

Most of these activities will build on existing programs or activities that have been carried out by Board members and/or volunteers. The Development Director can expect to rely on continued assistance from Board members and volunteers, and will work closely with them. A monthly summary tasks performed shall be submitted to the Board.

Qualifications:

1. Substantial proven ability to identify donors, write compelling grants and raise money.
2. Excellent oral and written communication skills; strong computer skills.
3. Organized, on-time, and willing to do what it takes to get the job done.
4. Good interpersonal skills and the ability to work cooperatively with volunteers and the Board.
5. Ability to enthusiastically embrace and achieve the mission of Bodega Land Trust and describe its importance to local residents, the agricultural community, businesses, and visitors who appreciate the area and want to preserve its beauty.
6. Demonstrates ability as an independent self-starter who can also collaborate with the BLT team.

Position Information: This position is expected to require an average of 20 hours per week, with time spent variable depending upon the schedule of fund-raising events and other factors. Financial compensation is negotiable and is anticipated to be \$20,000 to \$25,000 per year, depending on experience and qualifications. There are no health or retirement benefits at this time. We seek a Development Director who is excited about our mission and is dedicated to manage and grow our grant and donor base, who has a sense of humor, and is committed to growing with our organization.

Application Procedure: Please submit an application letter, current resume, a sample of your grant writing work and contact information for at least 3 references by April 25, 2012 to Mary Biggs at bltrust@sonic.net.

Or send your application to:
Bodega Land Trust
PO Box 254
Bodega, CA 94922

Electronic submission is preferred. Please, no phone calls.