Job Announcement for Development Director

Position Title: Development Director
Employee Payroll Status: Part-time Regular (32 hours/week)

The Golden Gate Audubon Society seeks a Development Director with the experience, skills, and drive to implement a comprehensive fundraising program. This position reports to the Executive Director and will be based in Berkeley.

The Golden Gate Audubon Society (GGAS) connects people of all ages with birds and the natural world. GGAS engages Bay Area residents to conserve and restore habitat and protect our shared, local environment. Our team includes over 7,000 members in San Francisco and the East Bay, an active Board of Directors, and a staff of six who mobilize over 2,000 volunteers each year.

GGAS is an independent chapter of the National Audubon Society and the largest Audubon chapter in California. We serve the community, reach out to the media, and partner with our environmental colleagues to advocate for Bay Area birds and wildlife. Dynamic development and fundraising cultivation are key to GGAS’s effectiveness.

We seek a Development Director who will
- cultivate, solicit, and steward a portfolio of current and prospective donors, foundations, and grantors;
- develop a program for managing and expanding planned gifts and outright gifts through personalized correspondence, telephone calls and face-to-face visits;
- research, write, and submit grant proposals that further the work of GGAS;
- build and maintain relationships with donors, grantors, and foundations, and with the GGAS Development Committee, Board Members and staff;
- collaborate with our Communications Director in publicizing our development efforts.

Qualifications
- Bachelor’s degree and a minimum of 5-years of work experience in development for a nonprofit organization or similar experience
- Knowledge of fundraising strategies for nonprofit organizations and the laws and regulations that govern philanthropy and grant services for 501(c)3 institutions
- Exceptional planning, organization, and analytical skills
- Excellent writing, communication, and presentation skills
- Proficiency in Word, Excel, PowerPoint, social media, and donor tracking software
- Commitment to the mission of Golden Gate Audubon Society
- Ability to travel as needed

Compensation and Benefits
We offer a salary that is commensurate with experience. This position includes health and dental insurance and a SEP IRA.

Golden Gate Audubon Society is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.

Please submit your application to: developmentdirector@goldengateaudubon.org