



JOB ANNOUNCEMENT

Development Director

Join Us - as LEJ empowers youth to ensure a cleaner, greener and more equitable future for Southeast San Francisco and shoreline!

Literacy for Environmental Justice (LEJ) is a place-based nonprofit organization which for twenty years has strengthened at-risk communities and the natural environment in Southeast San Francisco. Our core activities revolve around connecting marginalized youth with nature by getting their 'hands on the land' through experiential environmental education, service-learning, 'green-collar' workforce development, habitat stewardship, and outdoor recreation.

We've recently:

- Been awarded over \$1.3 million in grants to transform Candlestick Point State Recreation Area;
- Quadrupled revenue from our mission-related commercial native plant nursery;
- Re-grounded our Development Committee and built new fundraising tracking systems, reorganized donor information, and are building related collateral;
- Received a San Francisco Parks Alliance Visionary Project of the Year award.

With multiple recent successes in organization-building, business revenue and institutional grants, we will provide consistent support for a seasoned donor development professional who can bring individual and informal business fundraising up to par with our traditional strengths in native plant contracts and grantmaking.

The Development Director will: 1) lead and coordinate individual donor fundraising, in conjunction with Board Members, the Executive Director, and Staff; 2) Collaborate with Staff and Grantwriting Consultant to complete grants and contracts reporting compliance and applications; and 3) conduct financial planning and management related to these preceding work areas at a time of steady organizational growth.

Attributes:

- Undergraduate degree or higher.
- 3-5+ years' progressively responsible nonprofit fundraising experience.
- Positive track-record with individual donor development and both public- and private sector grantmaking, for community-based organizations.
- Can articulate issues of structural racism and environmental justice in a fund development context; has persuasive written and verbal communication skills.

- Budget planning, grants tracking, and organizational financial planning chops.
- Motivated by a commitment to social and environmental justice & sustainable development.
- Ability to devise and implement a detailed budget, as well as integrated program/project budgets and projections as needed.
- Proven ability to work independently, but also function as a member of a development team.
- Proven ability to co-create and sustain a collaborative work environment.
- Willingness and ability to work flexible hours, including occasional evenings and weekends.
- Ability to travel when required.
- A safe driving record and a valid driver's license.

Tasks:

1. Develop and execute the annual fundraising plan with input from the Executive Director, Staff, and Board of Directors.
2. Work with the Executive Director, Board Development Committee, and other stakeholders to identify, cultivate, upgrade, and retain individual donors; increase our roster of \$250+ donors. Lead the design and implementation of donor engagement activities including events, meetings, trainings, briefings, and communications.
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4. Collaborate with other staff to improve cloud-based individual donor, grants, and contracts accountability & tracking systems.
5. Develop and distribute donor development collateral.
6. Coordinate with Grantwriting Consultant, Financial Manager, and Program Staff to support and manage grant-raising, especially with respect to the reporting system, and with an eye towards revenue growth.
7. Support the development, tracking, and compliance-reporting on contracts for our mission-related native plant production business enterprise.
8. Conduct cogent budgeting and financial management planning, primarily but not exclusively with respect to the development effort itself.
9. supports content development of on-line communications
10. Manages development database and makes improvements to revenue tracking data base

Schedule- Regular weekday hours with occasional evening and weekend time, as-dictated by the availability of donors and donor prospects and other opportunities to cultivate same.

Terms- Full-Time \$60K-\$65K/yr. DOE. Benefits package includes paid sick leave, paid vacation, and a reimbursable health benefits account through the City and County of San Francisco City Option Program. Preferred start date: July 15th, 2018.

Apply by e-mail- Please email your resume and thoughtful cover letter describing how your skill-set reflects the desired attributes by June 8th to: Patrick Marley Rump, Executive Director Literacy for

Environmental Justice, patrick.rump@lejyouth.org. Please no phone calls about this position. Visit www.lejyouth.org for more background information about LEJ and this position.

Application deadline June 8th. LEJ is committed to inclusion and representation of cultural diversity in our staffing. *Applicants who represent the diverse audiences whom LEJ serves* are strongly encouraged to apply.

