

# Trees Foundation

## Development Director



**Job Description:** Organizational Development Director, as part of the Trees Foundation Collective, part-time, totaling no more than 60 hours a month.

**For Application Process:** Please submit a cover letter, resume with references, and a writing sample to [Tashina@treesfoundation.org](mailto:Tashina@treesfoundation.org)

### Foundation and Major Donor Development:

- Reviews past and present funder information and works to establish and maintain ongoing relationships with Trees Foundation supporters
- Conducts funder research
- Seeks and develops new relationships with potential foundations
- Schedules and tracks funder proposals and letters of inquiry deadlines
- Drafts letters of inquiry and grant proposals
- Coordinates editing and final review of all grant materials by Collective
- Conducts appropriate acknowledgements of grants and large donations
- Maintains and updates major donor and foundation information files
- Drafts grant and major donor reports to funders
- Coordinates review and editing of grant reports by staff
- Reports to Board regarding grant writing and fundraising efforts
- Attends and represents Trees Foundation at fundraising events and conferences
- Develops and schedules in-person meetings with foundations and donors, when applicable
- Travels, speaks, and fundraises on behalf of Trees Foundation, when applicable

### Conservation & Restoration Partner Outreach:

- Reviews each Conservation & Restoration Partner organization's mission statement and learns about their current campaigns, projects, and programs
- Contact person for general public inquiries regarding Trees Foundation, Partner Groups, and Fiscally Sponsored Projects
- Contact person for application requests for potential Fiscally Sponsored Projects and new Partner Groups.
- Coordinates application process and directs requests to Collective and then Board for approval
- Meets with and surveys Partner Groups and Fiscally Sponsored Projects to understand their organizational needs and to help determine services Trees Foundation can provide
- Reports to Board regarding Partners and Fiscally Sponsored Projects
- Works with Project Coordinators and Board to develop new services if needed
- Directs service requests to appropriate Project Coordinators, as needed
- Updates Partner organizations about Trees Foundation's special events and programs

### Donor Advised Program:

- Seeks and develops relationships with new donors for Donor Advised Fund, when applicable
- Works with Community Outreach & Service Coordinator or Financial Coordinator to solicit and review budgets and grant proposals from Partner organizations and Fiscally Sponsored Projects per donor &/or donation

- Works with Financial Coordinator or Community Outreach & Service Coordinator to notify organizations of grant funding or rejection and sends grant agreements, as needed
- Collects and sends appropriate thank you letters, updates, and reports
- Reviews and advises on any updates to DAP policies

#### Special Projects:

- Works with Collective to develop and oversee coordination of special events (benefit concerts, local and out of area fundraising events)
- Works with appropriate staff for events (tabling at festivals, Lagunitas Skunk Train, and etc.)
- Attends Partner Groups functions, &/or community events, to network for Trees Foundation
- Strengthens the existing system of donor management
- Creates and implements a Development Plan

#### Oversee Project Budget / Board Development:

- Develops and tracks monthly Project Budget with Financial Coordinator
- Works with Financial Director to ensure Trees Foundation's meeting its' financial goals
- Reports to Board regarding Organizational Development

#### Collective Responsibilities:

- Learns about, understands, and agrees to Collective structure
- Ability to be self-directed, perform tasks, and meet job requirements
- Communicates with Collective & all Staff members regarding organizational needs
- Attends monthly Collective meetings at the office in Garberville
- Attends bi-yearly Board Meetings
- Works with Financial Director & Collective to develop Project budgets, the organizational budget, and to determine organizational financial goals & fundraising needs
- Works with Design Director and Collective to edit Forest & River News
  - \* Writes Editor's Note
- Writes Annual Appeal with Collective input, and collates & stuffs envelopes, and gets to Post Office.

#### Minimum Qualifications:

- BA or BS, or work related experience
- Demonstrated ability to raising funds from a variety of sources, including foundations and individual donors
- Demonstrated expertise in, strategic planning or the equivalent, fiscal management, planning and accountability, program development, design and implementation, and information systems and implementations
- Computer skills necessary: Microsoft Office Suites, , QuickBooks, Wordpress, Mailchimp, and donor database management; Adobe Suites a plus
- Experience working with government agencies, a plus
- Experience living and working with rural communities in an inclusive manner
- Self directed with strong ability to communicate and work effectively as a team.

**Tools and Equipment Used:** Desk, computer, keyboard, printers, fax machine, telephone, cell phone, and other office supplies and materials.

**Physical Demands:** While performing the responsibilities of the Organizational Development, the employee is required to talk and listen. The employee is often required to sit and use their hands and fingers to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch, or crawl. Vision abilities required by this job include close vision.