Opportunity Announcement: Director of Development
Posted January 2024

Status: Full Time/Salaried/Exempt
Reports To: President and CEO
Timeline: First round applicants requested by February 1, 2024, with position will open until filled.

Organization Overview The Pepperwood Foundation is currently seeking qualified candidates to serve as our organization’s Director of Development. Pepperwood owns and operates a 3,200-acre reserve in Sonoma County dedicated to ecological research, education, and conservation action. The mission of Pepperwood is to inspire conservation through science. The base of operations for this position is the Dwight Center for Conservation Science at Pepperwood, a 9,400-square foot administrative and educational facility located on the reserve. Pepperwood is a unique place where scientists and community come together to create solutions to some of our region’s most pressing climate and natural resource challenges. Our staff totals nearly 25 and our annual operating budget is approaching $5M, with revenues consisting of a portfolio of grants, major gifts, and earned income. See more about our programs at www.pepperwoodpreserve.org.

Job Summary Directly reporting to the CEO, the Director of Development leads our organization’s fundraising strategies, execution, and evaluation, with an estimated annual goal of $2.5M in philanthropic support. They will create the annual revenue generation plan across our entire fundraising portfolio and support long-term financial planning and sustainability. They will be charged with building and growing relationships with existing and prospective funders. The Director of Development supervises a three-person Philanthropy Team, including specialists in donor relations, grants, direct mail and data bases. This position serves on the Leadership Team, and will support the Board’s Development Committee. Under the oversight of the CEO, they will ensure revenues align with program needs and priorities driven by our strategic objectives and targeted key results (see https://www.pepperwoodpreserve.org/about-us/strategic-plan-2020-2025/). This position will oversee individual and grant contribution programs, build foundation relationships, solicit major gifts, support the planned giving program, and engage with the Dwight Business Leadership Advisory Council to grow corporate giving. This position will also advise on fee-for service opportunities under the purview of the Chief Operations Officer as part of our overall revenue stream.

Roles and Responsibilities
- Develop and implement a comprehensive fundraising plan to meet the organization’s annual revenue goals, in collaboration with the Philanthropy Team, Leadership Team and Board.
- Support team building and the professional growth of the Philanthropy Team.
- Lead the Philanthropy Team in the identification, cultivation and solicitation of major gifts, corporate, foundation and public grant opportunities, including the production of strategic special events.
- Oversee the development and application of effective fundraising communications and marketing materials.
- Contribute to strategic planning and work closely with the Board of Directors and Leadership Team on sustainable long-term fundraising strategies and goals.
- As a member of the Leadership Team, foster collaboration across programs and advance an organizational culture of belonging combined with excellence in execution, modeling our values of integrity, innovation, and inclusivity.
• Monitor and analyze fundraising data to evaluate performance against annual targets and adjust strategies as needed, and provide oversight on fundraising databases, protocols and systems.
• Develop and monitor the development budget, projected revenue needs, and monthly cash flow projections, with Chief Operations Officer support.
• Stay current with projected trends in philanthropy and shifts in best practices and apply to Pepperwood strategies.
• Participate in the conservation philanthropy community as a leader and represent the organization regionally at private and public events to funders and the public.

Essential Qualifications
• An engaging and enthusiastic people-person, with a heart-centered approach to the environment, fundraising, team supervision and the mission and values of Pepperwood.
• A minimum of 5 years of experience in nonprofit fundraising leadership, with a proven track record of success in raising 6 figure contributions via individual, foundation, and legacy giving.
• Outstanding communication skills, including proven ability to write compelling donor communications, grant proposals, and marketing materials.
• Strong financial acumen and experience developing budget and cash flow projections with finance and operations partners.
• Bachelor’s degree or an equivalent in nonprofit management, business administration, humanities, or a related field.
• A commitment to bringing diversity, equity, inclusion and belonging values to fundraising activities and all aspects of program operations.

Work Environment
Primary place of employment: Dwight Center for Conservation Science at Pepperwood. Work primarily on-site (approximately 3 days per week) with some Bay Area travel. Office setting: cubicle workstations, artificial lighting, public spaces and classrooms. Outdoor facilities: 3,200-acre nature reserve. Will require working on weekends and evenings on- or off-site for occasional special events.

Physical Requirements
Physical requirements include the ability to negotiate two story building and participate in outdoor events including receptions and hikes over uneven terrain. Office workstation requires extended sitting and fine finger movements and visual capacity to review and edit documents. Donor events may entail navigating trails on the reserve spanning a range of elevations. Driving required for local travel. Able to lift 20 pounds.

Compensation Range: $125,000 - $150,000

Contact
Qualified candidates are invited to submit a cover letter plus a curriculum vitae including three references, a writing sample, and salary objectives to hr@pepperwoodpreserve.org with the subject line "Last Name - Director of Development". We will contact candidates directly who are selected for an interview.

Pepperwood is an equal opportunity employer and prohibits unlawful discrimination based on race, ability, religion, color, sex, age, or marital status.