



**THE YOSEMITE FUND®**  
*Providing for Yosemite's Future*

**JOB DESCRIPTION**

**TITLE:** Development Director  
**SUPERVISOR:** President  
**TYPE OF POSITON:** Regular Full Time, Exempt

**SUMMARY OF POSITION:**

The Development Director provides fundraising leadership and strategy and is responsible for the implementation and success of The Yosemite Fund's development programs in achieving long-term financial stability for the organization. The Development Director is accountable in reaching fundraising goals by overseeing all aspects of The Fund's fundraising, including major and planned gifts, special / capital campaigns, foundation and corporate relations and grants, the annual fund, donor cultivation and stewardship events.

The Development Director is responsible for the success of individual Development Team members and their programs and/or assignments including: the Annual Giving Manager, Major Gifts Manager, Donor Services Manager, Donor Services Assistant, Development Associate and Major Gifts Officer. An additional responsibility is mentoring and supporting the President, the Development Committee members and Trustees in fundraising activities.

**ESSENTIAL FUNCTIONS:**

- Meet and exceed approved development goals under the Fund's 5 year strategic plan.
- Provide vision and guidance to the President and Development Committee Chair on strategies to strengthen and increase the organization's funding base to meet and exceed established fundraising goals.
- Develop and manage The Fund's key guiding documents, department's expense budget, revenue forecasts and reporting. Ensure proper and accurate record keeping. Help draft the Fund's key guiding documents including annual budget and fundraising plans.
- Research, analyze, and prioritize new revenue sources from individuals, foundations, corporations, and philanthropic networks to expand funding sources.
- Participate and lead in executing major donor fundraising initiatives and programs including site visits, donor recognition programs and one-time special fundraising or cultivation events.
- Oversee development of feasibility studies, prospectus and fundraising plans for capital campaigns.

- As a senior member of the Fund's management team, actively participates with other members of the management team, National Park Service staff and Council members to active the mission and goals of the Fund.
- Collaborate with The Fund's Communications Manager to provide information on development activities and instill an atmosphere of partnership in developing and utilizing core messaging for all donor and potential donor communications.
- Coordinate cause-related marketing efforts with other Fund staff.

## ***SUPERVISION***

- Provide leadership to a development staff of six individuals and guidance to key consultants in order to promote and sustain a strong spirit of teamwork and high professional standards.
- Under the direction of the President, the Development Director will manage recruiting, and will train, develop, coach, inspire, motivate, and empower a strong Development Team.
- Oversee the Donor Services Manager to ensure appropriate systems are in place for prospect management and reporting, donor research, donor and gift database record keeping, acknowledgement processes, and support for donor-related events.
- Work with the Major Gift Officer and Major Gifts Manager to meet and exceed established budget goals for major individual giving (\$5,000 or more) through identification, cultivation communications and events.
- Supervise the Annual Giving Manager to ensure successful execution of the direct mail, monthly giving, online giving efforts and transitioning of participants into major donors.
- Oversee the expansion and management of the planned giving program by guiding the Annual Giving Manager and planned giving consultant as they increase the legacy society, donor visits and marketing efforts.
- Oversee management of relations with families contributing over \$1,000 "in memory of a loved one" working with the Donor and Data Services Manager.
- Engage Development Team in the implementation of all benefits offered to \$1,000+ donors including events in Yosemite, including attending selected events.
- Other duties as assigned.

## **REQUIREMENTS**

- Bachelors degree, masters preferred
- A minimum of 8-10 years of non-profit fundraising experience
- Experience in the environmental sustainability field is preferred
- A proven track record of fundraising success meeting annual goals of \$4 million plus
- A minimum of 3 years in a managerial role with 4 or more reports
- Experience in creating, tracking and managing complex budgets
- Ease with statistical analytical analysis

- Strong computer skills: MS Office – complex spreadsheets, queries, database software (e.g. Raiser’s Edge)
- Exceptional interpersonal and communication skills, written and oral, and an ability to work professionally and cooperatively with a wide range of individuals including board members and volunteers
- Excellent presentation skills and the ability to articulate the mission
- Experience in successfully managing complex programs and projects and applying resourcefulness and creative problem solving
- Proven ability to manage work in a highly organized manner (e.g. accurate records, efficient schedules, time efficient (on time, succinct meetings, prioritizing), excellent attention to detail
- Ability to travel; has a valid driver’s license, safe driving record and vehicle for business use
- Visionary, trustworthy, self-confident, diplomatic, understanding, personable, patient, energetic and innovative
- Familiarity and affection for National Parks, especially Yosemite
- Commitments to conservation and an interest in outdoor recreation

**WORKING CONDITIONS:**

- Travel within the Bay Area, to Yosemite National Park and all parts of California
- Weekend and evening responsibilities
- Primarily works in San Francisco office at desk/computer, meetings and on the phone
- Occasionally may walk/hike on uneven ground while on trails in Yosemite Park
- Lifts, carries or otherwise moves and positions objects weighing up to 40 pounds

**TO APPLY:**

Qualified candidates are invited to email their resume and cover letter to:

[ddyf100@yahoo.com](mailto:ddyf100@yahoo.com)

*Due to the number of responses anticipated, we cannot accept phone calls to the office. Thank you for your understanding. Submitted information will be carefully reviewed and the most qualified applicants will be contacted.*

YOSEMITE FUND IS AN EQUAL OPPORTUNITY EMPLOYER