

Director, Institutional Advancement

Reporting to the President & CEO, the **Director, Institutional Advancement** will lead and manage a comprehensive institutional advancement program. The Director's primary goal is to research, identify, solicit and generate funding for bay.org through grants, memberships, sponsorships, donations, planned giving and corporate partnerships for operations, programs, endowed positions and capital works.

This position reports to: the President & CEO

Direct reports: Development Department Staff, Volunteers and Interns

PRIMARY DUTIES, RESPONSIBILITIES, AND ESSENTIAL FUNCTIONS:

- Develop and lead a comprehensive and diversified fund development strategy to grow the institutional base of the organization.
- Manage Development Team from hiring, time keeping to discipline and termination.
- Target goal of \$2 million in grant funding, memberships, sponsorships and corporate sponsorships.
- Create and annual master grants calendar and Institutional Advancement Business Plan.
- Manage grants, grant consultants and grants calendar to ensure proper timelines and reporting is met.
- Work in conjunction with other senior staff, program managers and finance to ensure deliverables are met for grants.
- Working closely with the President and CEO on identifying different funding opportunities.
- Is actively involved with institutional donors and prospects; prepares proposals for institutional gift prospects as needed; ensures appropriate stewardship of these donors; solicits major gifts and manages a diverse donor portfolio.
- Follows up on leads and potential corporate donors as provided by partners.
- Manage departmental staff, volunteers and interns.
- Directs all individual and institutional fundraising activities, including the research of individual, corporate, foundation and government prospects for funding of bay.org activities and programs; the development of proposals; successful cultivation activities, updated prospect and gift tracking; and the maintenance of all donor records and reports.
- Lead the transformation of bay.org's CRM database from training to completion.
- Maintain an up-to-date level of knowledge on best practices in non-profit fundraising, especially in compliance and disclosure requirements and regulations.
- Creates events and opportunities to cultivate memberships and institutional donors.
- Provides updates and statutory reporting to leadership as requested.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS and ABILITIES:

- Minimum five years of demonstrated success in raising funds from institutional and individual donors for a non-profit organization
- Excellent written and oral communication skills, including a strong track-record in institutional fundraising and donor development for non-profit organizations
- Ability to work well as a member of a team

- Significant experience in nonprofit fundraising
- Demonstrated success raising money from diverse revenue streams, including individuals, corporations and institutional sources
- Knowledge of fundraising techniques, finances and budgeting for nonprofits
- Must be able to take initiative and maintain good communications with staff, donors, and environmental colleagues
- Ability to promote bay.org and favorably represent the organizations to philanthropic and other partners
- Proven track record with donor development
- Knowledge of environmental issues and nonprofits
- Background in institutional development for a museum, aquarium or nature center
- Bachelor's degree or relevant experience

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

EDUCATION and EXPERIENCE:

- Bachelor's (B.A./B.S.) degree, or equivalent preferred.
- 5+ years' experience in management in sales and/or nonprofit grassroots campaigns
- Advanced knowledge of, and skills in, Microsoft Excel and Word , Salesforce
- Understanding of relational database concepts and experience using a donor database (eTapestry preferred).

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand (for up to 8 hours), sit, walk, and reach with hands and arms, and talk or hear. The position requires walking on concrete floors and climbing stairs, standing, and intervals of time outdoors in varying environmental conditions. Must be able to lift 40 lbs. Must either have or be able to attain a California Driver's License and be willing to be trained to drive a large vehicle and drive for off-site meetings/special events. DMV clearance required upon hire.

Position Specifics:

- This is a full-time, exempt position,
- The schedule for this position is Monday- Friday 9:00 AM- 5:00 PM,
- Evening, weekend, holidays and attendance to special events may be required; and
- Statutory benefits included after an introductory period has been completed

Please send cover letter and resume to vicki@bay.org