



Director of Development

Full-time Exempt with Benefits

Grey Bears, a 501(c)(3) nonprofit organization, delivers 2.5 million pounds of food and other services for seniors, families and farmworkers throughout Santa Cruz County each year. We also manage a variety of business enterprises focused on reuse and recycling. Grey Bears is supported by more than 500 volunteers and significant in-kind and public support. For more information visit greybears.org.

The Director of Development cultivates relationships to raise financial support through major gifts, grants, corporate and individual donations, events, and in-kind resources. Your outstanding written, organizational and communication skills will support an environment for improvement, growth and change.

Responsibilities

- Design and execute a fundraising plan which includes grants, annual giving, major gifts, special events, corporate and service-group giving, planned giving, and e-philanthropy.
- Schedule and track grant applications, budgets and reports.
- Research and advise on trends in the community and region, and adapt fundraising strategies as necessary.
- Identify and cultivate goals, strategies and approaches to generate higher levels of giving from major donors, foundations and corporate and individual prospects.
- Develop and manage timelines for fundraising activities and oversee the planning and execution of special fundraising events.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information in accordance with organization's Donor Privacy Policy.
- Work with the Board Fundraising Committee and Executive Director to drive the strategic fund development plan and outreach efforts.
- Enhance and strengthen Grey Bears presence by being active and visible in the community and by working closely with other professional, governmental, civic and private organizations.
- Maintain records for all past, current and potential planned gifts, legacy and major gift prospects.
- Manage donor stewardship and recognition programs.
- Contribute to informational materials, including press releases, key messaging, brochures, e-newsletters, and provide input for social media and website content.
- Performs other responsibilities and opportunities as assigned.

Skills and Qualifications

- Demonstrated success in grant writing, donor cultivation, capital campaign fundraising, event planning, corporate philanthropy and board and community engagement.
- Strong organizational abilities including planning and program assessment.
- Ability to convey a vision of Grey Bears strategic future to staff, board, volunteers and donors.
- Marketing, public relations and community outreach experience.
- Excellent written and verbal communication skills; a concise, persuasive and passionate communicator.

Requirements

- BA/BS degree with additional professional development.
- Minimum of 3-5+ years of nonprofit grant writing and fundraising experience with measurable results and excellent references.
- Comfortable with personally cultivating and stewarding donors.
- Management experience in event planning, donor cultivation and writing annual appeals.

- Outstanding oral, written and public speaking communication skills.
- Strong work ethic and commitment to programs that support seniors, resource conservation, reuse and recycling.
- Flexible schedule that accommodates the needs of the organization.

Compensation

This is a full-time, exempt position, \$45.67 - \$57.69 per hour plus a generous benefits package including 100% employer paid health, dental and vision plans, safe harbor matching 403b retirement, vacation, sick and holiday pay and more.

Position is open until filled. To apply, please send resume with cover letter and 2-3 writing samples to:

Executive Director

Grey Bears

2710 Chanticleer Ave

Santa Cruz CA 95065

Email materials to: careers@greybears.org

Grey Bears is an Equal Opportunity Employer. We are committed to providing services and making resources available to every resident of Santa Cruz County without regard to ethnicity, color, creed, religion, age, gender, gender identity, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income.