



June 19, 2019

JOB ANNOUNCEMENT: Development Director

The Truckee River Watershed Council brings the community together for the Truckee, to protect, enhance, and restore the Truckee River watershed. Visit www.truckeeriverwc.org to learn more.

This is senior leadership position and we offer competitive compensation, a benefit allowance for retirement savings or medical coverage, a dog-friendly office, and a collaborative work environment. We provide professional development opportunities and when possible, promote from within. Our culture supports and inspires conservation achievement and personal development within the workplace and beyond.

Position Summary

The Development Director manages our program to raise unrestricted funds from individuals, businesses, and private foundations. We use the Benevon fundraising model. The Development Director works closely with a fundraising team (Sustainable Funding Team) of staff, board, and volunteers. The Development Director is also responsible for our Communications programs.

The Ideal Candidate

- Ten years demonstrated experience in fundraising, donor relations or related experience.
- A deep passion for habitat protection and restoration.
- Experience with non-profit organizations is strongly preferred, and experience with conservation non-profits will be favorably viewed.
- Skill in establishing and maintaining effective working relationships with colleagues and donors.
- Strong interpersonal skills and confidence in talking with guests and donors over email, phone, and in person.
- Excellent communication skills, including writing, proofreading, and speaking.
- Focused, efficient, and able to effectively prioritize work projects and manage time under rigid deadlines.
- Skill in exercising a high degree of initiative, judgment, discretion, and decision making to achieve organizational objectives.
- Demonstrated ability to facilitate meetings and lead small groups.
- Bachelor's degree (B. A.) in related field such as business administration, management, education, marketing, etc.

How to Apply

Please compile an application package of these five elements:

1. Cover letter
2. Resume
3. Three professional references

4. 1-2 page writing sample for which:
 - o You were the primary author
 - o Is an ask for a donation or grant
 - o If you choose to submit a writing sample that does not meet these criteria, include a cover letter with an explanation

5. Writing sample of a slide deck for which:
 - You were the primary presenter
 - The presentation was related to donor cultivation or a donor ask
 - The presentation was 20 – 45 minutes

Please submit:

1. All five elements in a single PDF
2. Submit to: Deidre Monroe at dmonroe@truckeeriverwc.org

Interviewing and Hiring

The position is open until filled.

We will be reviewing applications as they are received.

We anticipate the first round of interviews in early July.

The start date for the position is August 5, 2019 or sooner if possible.