



League to Save Lake Tahoe
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Director of Development • Job Announcement

The League to Save Lake Tahoe is searching for a skilled and passionate development professional to lead the implementation of the organization's development program. Candidates for this position must be skilled in professional fundraising and development strategies. This position involves support for a strong volunteer board and close collaboration with an active management team and staff.

About the League to Save Lake Tahoe

The League to Save Lake Tahoe is dedicated to protecting and restoring the environmental quality, scenic beauty, and low-impact recreational opportunities of the Lake Tahoe Basin. We focus on water quality, its clarity, and other critical environmental issues to "Keep Tahoe Blue."

-Mission Statement

The League to Save Lake Tahoe is best known by its slogan, "Keep Tahoe Blue." With a budget of approximately \$1 million made up entirely of private donations and a staff of 10, it is known for effective advocacy and successful collaboration with other interests in pursuit of its goals.

Goals of the Development Director are to maintain and expand our membership, increase major donor and foundation funding, utilize the initial endowment gift to expand our endowment fund and initiate a planned giving program. Long range goals include a capital campaign to attain a permanent location for our Lake Tahoe Information Center and operations.

Summary of Position:

This position will be based in the Berkeley, California area, but requires regular travel to the Lake Tahoe region. The Development Director oversees all aspects of fundraising including major gifts, membership acquisition and renewals, grants, special campaigns and events. The Development Director reports to the Executive Director and works collaboratively with Directors of the Program and the Finance and Administration departments. This position directly supports and works closely with a strong Board of Directors and its Development Committee. The position requires a minimum of five years of increasingly responsible development experience, excellent oral and written communications skills, successful management experience, ability to work effectively as

part of a team and a passion for conservation of natural resources. Experience with fundraising for membership organizations and/or in the conservation field a plus.

Duties of the Development Director (DD):

1. **Development Duties:** The DD is the primary representative of the League in managing and expanding the membership and fundraising program. The DD develops strategies for the membership program in support of the League's annual goals for retaining members, upgrading existing members, acquiring new members and the total value of member contributions to the organization's budget. The DD ensures upkeep of the database system and is the driving force behind all membership, fundraising, development communication and marketing efforts. The DD organizes, trains, motivates, and supports Board Members in their work on behalf of the League's fundraising efforts during annual major donor campaigns, including participation in donor meetings as well as providing updates and reports on gifts received from their assigned prospects. The DD prepares a multi-year (rolling) fundraising strategy and addresses the League's longer term program interests and priorities.
2. **Organizational Duties:** The DD works with the League's senior management team to establish and coordinate the priorities of all League programs and departments to advance the League's strategic priorities. The DD communicates with staff on deadlines, events, appeals and coordinating membership solicitation, while supervising staff and volunteers to ensure that they meet goals and understand management expectations. The DD works very closely with the Director of Finance & Administration on development strategies, financial reporting, solicitation mailings and staffing.
3. **Miscellaneous:** The DD attends weekly meetings and maintains current skill levels through training seminars and readings. Other duties include assisting in outreach events and other fundraising, developing grant proposals, educating outreach personnel about the work of the League with respect to fundraising strategies. The DD attends various meetings in San Francisco, Lake Tahoe and other areas deemed necessary by the Executive Director and/or Board Members.

Qualifications:

Required – Must possess a BA/BS (advanced or professional degree preferred) from an accredited institution and five years of comparable professional fundraising experience, with a track record of financial growth for previous employers. Must work well with minimal supervision, possess good judgment and work well with others with a team oriented environment.

Must have a valid driver license, current DMV printout, auto insurance and a dependable vehicle suitable for all weather conditions. Must be highly proficient in Word applications, Excel, Internet and preferably have experience with Blackbaud's Raisers

Edge software. Must possess excellent management and organizational skills, have the ability to communicate orally and written on a professional level, while representing the League with the utmost integrity. Must be able to lift 20-30 pounds.

Compensation: Commensurate with experience. Benefits include medical, dental, holidays and PTO.

Application Process: The position is open until filled. Interested applicants should submit a cover letter and resume, including salary history. After initial screening of resumes, we will ask candidates to complete and submit a full League application including academic transcript access and a writing sample. Candidates will be invited to interviews thereafter.

Please send your cover letter and resume to info@keoptahoeblue.org. Please note in the subject line that you are applying for the Development Director position. No calls please. The League to Save Lake Tahoe is an equal opportunity employer.