



## Position Announcement

### DIRECTOR OF DEVELOPMENT

The Director of Development will build meaningful relationships with donors and share opportunities for expanding Sierra Institute's programmatic work. This position will work on all aspects of the donor development cycle for outright and planned gifts, including donor identification, qualification, cultivation, solicitation, acknowledgement and stewardship, working with the Executive Director and Board Members. Key areas of focus include: fundraising campaigns, public relations and outreach.

This position requires expert interpersonal, organizational, networking skills, and must demonstrate ability to work effectively with organizational staff. The position will require project management skills, including setting and meeting project goals and objectives within budget and timeframe and will be responsible for managing a donor database.

#### KEY RESPONSIBILITIES

- Develop and implement fundraising plans that incorporate clear definition of goals, targeted audiences and strategies in-line with organizational goals
- Attend events and programs to better understand the needs of local and other rural communities, forests and watersheds to be able to communicate articulately and passionately about the mission and vision of Sierra Institute for the purpose of donor cultivation
- Manage a portfolio of prospects who are cultivated and stewarded by meaningful and substantive contact
- Attract new donor prospects and retain existing donors through monitoring and analyzing past successful solicitations
- Work collaboratively with Executive Director, Board, staff and others to identify, cultivate and solicit donor prospects
- Develop funding proposals and other materials that support development strategies and activities
- As appropriate, work with volunteer committees in the implementation of individual giving fundraising programs
- Perform other duties as assigned

#### Job Knowledge, Skills and Abilities

- Enthusiastic about the Sierra Institute mission of restoring forests and watersheds and advancing rural community development
- Enjoys interacting with donors, staff, and fundraising volunteers as well as stakeholders and community leaders
- Ability to manage difficult or complex situations with tact, confidence and diplomacy
- Excellent writing and computer skills needed.

- Must be proficient in all Microsoft Office programs.
- Experience with, or willingness to learn, donor database systems
- Effective oral communication skills
- Strong organizational skills, good focus on details
- Self-starter who can work independently as well as with a team and can operate in a changing environment, following timelines and meeting deadlines
- Ability to attend morning, evening, and weekend donor functions with occasional travel, as needed, to support donor relationship-building efforts
- Strong sense of ethical conduct that will inspire confidence and motivation with proven ability to persuade colleagues and donor prospects, while maintaining confidentiality in all matters as they relate to sensitive donor relation issues

## Compensation

Salary commensurate with experience and includes opportunities for advancement. The expected salary range is between \$55,000 and \$75,000 per year, dependent on experience. The Sierra Institute will train the right person who brings passion, commitment, and a high drive to learn and advance the organization's work.

The Sierra Institute maintains an extensive benefits package, including health and dental benefits. The incumbent will also be eligible for paid holiday, vacation, and sick leave consistent with Sierra Institute's organizational policies.

## How to Apply

Please send your cover letter, resume, and contact information for three references as one PDF to [jobs@sierrainstitute.us](mailto:jobs@sierrainstitute.us) with "Director of Development" in the subject line.

Include where you heard about the job in the text of the email (please be as specific as possible). Position is open until filled, applications will be reviewed starting July 1st and thereafter on a rolling basis.

Please call (530)284-1022 or email [jobs@sierrainstitute.us](mailto:jobs@sierrainstitute.us) if you have questions.

## MORE INFORMATION

### About the Sierra Institute for Community and Environment:

The Sierra Institute for Community and Environment (Sierra Institute) is a community-based organization which actively promotes healthy forests, watersheds, and communities by investing in the well-being of rural communities and strengthening their participation in natural resource management. Our work is grounded by the concept of triple bottom line values, supporting initiatives that simultaneously benefit the environment, economy, and equity within a given landscape.

## Location:

The position is based in the very rural northern Sierra town of Taylorsville, where the Collaborative Forestry Field Operations Coordinator will join a talented team of natural resource and rural community development professionals dedicated to landscape restoration and community well-being in the northern Sierra Nevada and southern Cascade.

Taylorsville, CA (pop. 154) lies within a large mountain meadow referred to as “Indian Valley,” that includes the communities of Greenville and Crescent Mills. Taylorsville is a historic small town, with a long history dating back to the construction of the first flour mill in the Pacific Northwest in 1856. Downtown Taylorsville is home to two historic establishments: the Taylorsville Tavern, a favorite watering hole for loggers; and Young’s Market, a revitalized country store and sandwich shop that first opened its doors in 1862 that is – debatably – home to the oldest working cash register in the nation manufactured in 1914.

Taylorsville is a blended community of long-time residents, ranchers, loggers, and newcomers, drawn to the area for its scenic beauty and cultural richness. Taylorsville offers unique, rural community events that bring the community together, such as the Silver Buckle Rodeo held over the 4th of July, the Holiday Light Parade the Saturday after Thanksgiving; and New Year’s Eve fireworks in the fields across from the Tavern. Taylorsville is surrounded by many outdoor recreation opportunities such as Lake Almanor, Plumas and Lassen National Forests, and Lassen Volcanic National Park. Although much of the forest was burned in the 2021 Dixie Fire, many areas remain accessible and beautiful. These adjacent public lands feature backcountry routes in winter, and endless, empty dirt roads to explore in summer. Adventure lies just out the back door of the office!