
Position Description: Development Director

Background

Advocates for the West is a 501(c)(3) non-profit conservation group based in Boise, Idaho. Our mission is to use law and science to restore streams and watersheds, protect public lands and wildlife, and ensure clean and sustainable communities in the West.

Our team of lawyers and scientists work with conservation groups and activists across the West to demand that federal and state agencies manage our public lands and wildlife properly – and to hold them accountable when they violate environmental laws or ignore science.

We have enjoyed exceptional success and rapid growth in recent years, and are now looking to add an experienced and aggressive Development Director to assist us with the next phase of our organization growth and development.

Basic Function of the Position

The Development Director (DD) will work collaboratively with the Executive Director (ED) to design, implement, and direct *Advocates for the West's* fund development and marketing operations.

The DD will be responsible for the coordination, management, and implementation of all fund-raising activities, and manage related information systems. The DD's primary function is to provide direct top-level support for developing and carrying out a full range of fund-raising and capacity building activities of the organization. This position is considered part of the executive management team and will have commensurate responsibility related to strategic planning and organizational development.

Major Responsibilities

Fund Development (*approximately 50% of the time*)

- Work with ED and Board members to transition to a “giving” Board through recruitment and revision of approach to Board engagement.
- Develop capacity and infrastructure for individual donor support base with a focus on identifying and building relationships with large individual donors.
- In conjunction with ED, assess, develop, and cement relationships with appropriate foundations for major grants
- Assess, implement, and expand circulation of newsletters, solicitation letters, and other written fund-raising materials for individual donor support
- Conceptualize and design annual and long term fund-raising plans (events, parties, outings for donors and prospects).
- Develop tailored donation opportunities for major donors, *i.e.* wills, house parties, peer to peer fund raising

Communications (*approximately 20% of the time*)

- Co-design, articulate and implement *Advocates for the West's* short and medium-term communication and branding strategies
- Identify, retain, and supervise outside consultants/experts in communications and branding
- Oversee development of new content that compliments and improves existing materials focused on educating stakeholders about our work, energizing potential supporters, and communicating our mission to a broader base.
- Oversee and manage the creation of materials (brochures, web-based, etc.) that support the communication objectives of the organization.
- Use knowledge of existing materials, target markets, current design themes, and organizational resources to facilitate relevant improvements/changes to the website and ancillary communication paths through design, writing and/or editing content.
- Assess and improve social networking approaches and other appropriate viral marketing approaches into *Advocates for the West's* communication strategies.

Supervision and Management of Relevant Staff/Volunteers (*20% of the time*)

- Provide direct supervision of junior development and outreach staff.
- Develop and support work structures for unpaid interns and volunteers that maximizes impact of their efforts while working around issues of work continuity, minimal training and modest professional experience.
- Create job descriptions for volunteer/intern and office support staff that works to achieve organizational objectives for appropriate staff.
- Oversee the smooth functioning of day-to-day activities associated with fund development and communication initiatives.

Organizational (*10% of the time*)

- Work with the senior management team to determine, formulate and support the strategic development of future organizational plans.
- Develop appropriate technology to facilitate efficient communication patterns to enhance internal communication.
- Participate in development of strategic partnerships with allies and clients
- Assist ED in coordinating and branding legal and science initiatives

Supervision and Guidance

The Development Director functions under the direct supervision of the Executive Director. The DD is expected to carry out most job functions independently. Performance evaluation is based upon successfully meeting objectives to be agreed upon between ED and DD. Evaluation of the position will be provided bi-annually.

Desired Qualifications

- ***Education:*** Bachelor's degree in business, organizational development, marketing, communications, or related field. Advanced degree preferred.
- ***Prior Experience:*** A minimum of three to five years in fund-raising work with non-profits. Prior experience with environmental groups desired.

- **Knowledge:** Knowledge of ecology, environmental law, land management issues and approaches a plus. Strong demonstrated ability to deliver high quality customer service.
- **Travel:** Moderate level of travel in-state and region required.
- **Skills and Abilities:**
 - Proven ability to establish and increase organization capacity
 - Ability to independently assess needs and develop creative solutions
 - Excellent interpersonal skills
 - Excellent oral and written communication
 - Organizational and managerial skills.
 - Excellent computer skills.

Compensation

\$50,000+ dependent upon experience. Health insurance provided. Three weeks of paid combined vacation/sick leave.

Status

Full-time salaried position based in Boise, ID.

Application Process

Accepting applications through July 2010. Submit resume and cover letter, plus references, via email to: [hiring@advocateswest.org](mailto: hiring@advocateswest.org). No phone calls, please.