



Job Announcement
Development Manager
(Full-time, Exempt position)
March 2024

Position Summary

The Santa Lucia Conservancy (Conservancy) is a 501(c)(3) non-profit land trust incorporated in 1995 to protect and steward in perpetuity the unique natural, cultural, and aesthetic values of the Santa Lucia Preserve and serve as a model of ecologically sustainable development to communities outside of the Preserve. Located in the northern Santa Lucia Mountains near Carmel, CA, the Conservancy is dedicated to advancing the art and science of conservation-compatible development through adaptive land management, conservation easement stewardship, ecological research, and environmental education programs.

The Conservancy owns and manages through conservation easements 18,000 acres of land within the 20,000-acre Santa Lucia Preserve to protect and enhance their extraordinary ecological values. In addition, the Conservancy works with a variety of academic and environmental partners to conduct and promote land management and ecological research to increase our understanding of local natural resources and the interactions between human communities and the natural environment.

The Development Manager is responsible for identifying and researching individuals, foundations, corporations/businesses, and public agencies for potential funding opportunities; developing, writing, submitting, and tracking compelling appeals and grant proposals; creating and maintaining strong positive relationships with current and prospective funders and supporters; and overseeing accurate funder/gift data with associated pipeline and reports using the Little Green Light CRM; and supporting annual funder/supporter cash flow budgeting.

The Development Manager supervises the Communications and Outreach Coordinator, co-supervises the Executive Assistant along with the Executive Director, and works directly with finance and program staff to assure effective grant administration.

Primary Responsibilities

Major and Planned Gifts from Individuals (40%)

Manages major giving and planned giving. Responsible for overall strategy and execution, long range planning, donor relations, and data management:

- Create and execute a strategy for a large, sustained base of individual donors.



- Develop and maintain ongoing relationships with major donors.
- Maintain donor base and CRM using Little Green Light and Donor Search.
- Create and maintain donor portfolios.
- Make direct solicitations to prospective donors; support Executive Director with solicitations.
- Work with Communications and Outreach Coordinator to send mailings.
- Make and track acknowledgement of gifts and donations.

Public Agency, Foundations (Private & Family) and Corporate Grants (40%)

Identify and research public agencies, private foundations, and corporations for potential funding opportunities:

- Create and maintain a fundraising pipeline that classifies all foundation/public agency donors and prospects by program interest and type of support; and outlines a medium-term grants work plan.
- Investigate program guidelines and previous giving history for all prospects; and qualify them according to opportunities, needs, and existing or potential relationships; analyze and track whether Conservancy programs qualify for funding from each prospect and why.
- Identify and assure implementation of appropriate recognition for corporate and business sponsors.

Seek funding through targeted solicitations:

- Work with staff to understand program strategies and identify, research, and pursue funding opportunities aligned with those priorities.
- Coordinate overall foundation, public agency and corporate funding strategy in partnership with conservation, stewardship and communications staff.
- Assist staff in creating and/or implementing program evaluation frameworks that leverage and demonstrate program effectiveness and help sustain grant support.
- Develop, write, submit, and track effective/compelling grant proposals.

Oversee grant management and stewardship of funder relationships:

- Identify and assure implementation of appropriate recognition for foundation and agency supporters.
- Notify finance and program staff when new grants are received, and work with finance and program staff to assure effective grants administration.
- Coordinate with program staff to monitor grant commitments to ensure timely completion of deliverables.
- Utilize Moves Management techniques and CRM database to assure timely and coordinated prospect/funder cultivation and relationship-building by a variety of staff.
- Maintain SLC's grant/contract reporting calendar, send notices of upcoming reports and prepare and/or support staff in preparing grant and contract reports.



- Develop, draft, and produce progress reports for funders, elevating key achievements relative to funder priorities for relevant SLC program activities.

Program Oversight and Administration (20%)

- Work with Executive Director to develop and execute Conservancy's annual and capital fundraising campaigns.
- Manage the implementation of Donor Search and Little Green Light and oversee staff responsible for data entry and gift processing.
- Develop and track proposals and reports for individuals, foundations, and agencies.
- Develop effective working relationships with donors, volunteers, government and foundation representatives, and others to nurture their connection with the organization.
- Oversee and assist with the planning and execution of special events in support of fundraising efforts.
- Coordinate placement of advertisements.
Develop effective working relationships with donors, volunteers, government and foundation representatives and others to nurture their connection to the organization.
- Occasional administrative support for the Executive Director.

Qualifications

- ≥10 years' experience in fundraising for non-profit organizations.
- Demonstrated success in public agency grant writing focusing on natural resource management and conservation.
- Demonstrated success in one of the following: creating and managing a donor portfolio, soliciting gifts, and stewarding donors.
- Working knowledge of customer relations management and experience using CRM software (DonorSearch and Little Green Light preferred).
- Bachelor's degree required, Master's degree preferred.
- Demonstrated excellence in organizational, managerial, and communication skills.
- A positive, 'can do', team first mentality and work ethic.

Working Conditions/Physical Effort

- While performing the duties of this job, the employee may be required to climb, push, pull and occasionally move equipment.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee is occasionally required to travel by car throughout Monterey County and perform mountain driving and hiking/walking.
- This position requires occasional evening or weekend work and rare overnight travel out of town.



Compensation

The annual salary range for this position is \$95,000 to \$110,000 depending on experience and qualifications. Santa Lucia Conservancy offers a competitive benefit package including health, dental, vision, FSA, and life insurance, a 401(k) with up to a 6% employer match, 12 paid holidays, vacation, and paid sick leave.

How to Apply

To apply submit a cover letter, resume, and the names and contact information (email & phone) of three professional references. A single PDF file is preferred. Direct your application to Jamison Watts, Executive Director, jwatts@slconservancy.org. Please put the position title, Development Manager, in the email subject line. Position open until filled.

The Conservancy is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.

This job posting does not constitute an employment agreement between employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job changes.