

Job Announcement

Development Manager/Special Event Coordinator

Heal the Bay is a regional environmental nonprofit group dedicated to making Santa Monica Bay and Southern California coastal waters safe and healthy for people and marine life. Progress toward the mission is achieved by effectively combining the use of science, advocacy, community outreach, and public education to create positive change in our local environment.

Position Summary

The Development Manager/Event Coordinator is responsible to provide support for and be a part of a five member Development team, as well as often supporting the Executive Director and Director of Advancement. The position performs a wide variety of duties and responsibilities within both the Executive Department and the Development Department, and reports directly to the Director of Advancement and ultimately the Executive Director.

Key Responsibilities as Development Manager/Special Event Coordinator

This position will act as part of the Development team interacting with team members in relationship to Board of Directors, Major Donors and other key constituents. This position will be directly responsible to the success and efficiency of the annual gala, Bring Back the Beach, with special attention towards customer service, seating, tabling, working with outside vendors, etc. The Development Manager will work directly with Donors with duties including, but not limited to, solicitation, stewardship, cultivation and appreciation; also including strategic planning of leveraging donor relationships for Director of Advancement and Executive Director. All tracking and reporting are essential to the position.

This position will be responsible for oversight of all “third party” events including negotiating in concert with Director of Advancement, planning, implementing, promoting and executing. Follow up will include determining success, identifying potential new donors with specific strategies to cultivate and steward, reporting and solidifying partnerships that will also be expected to grow.

Internal follow up on donor servicing including Major Donor acknowledgement notes, letters and phone calls. This position will interact with vendors

- Manage personal acknowledgements for Major Donor cultivation following all campaigns, including direct response.
- Cultivate annual donors through handwritten notes, email correspondence, personal invitations and phone calls, while developing plans for “moves management” for increased giving

- Assist with engaging Board of Directors for Major Donor campaign, Annual Dinner and fundraising events. Support Executive Director by overseeing Board of Directors campaigns, stewardship and reporting, as needed.
- Research, identify and establish corporate sponsorship prospects, award/honoree candidates, and potential board member prospects.
- Organize and schedule donor meetings for Director of Advancement and/or Executive Director.
- Assist with communications and strategy around annual gala fundraiser.
- Support all aspects of dinner gala including live and silent auction donation solicitation, sponsor table and guest ticket sales, guest communications and post-event donor acknowledgements.
- Responsible for VIP guest list management and seating coordination (honorees, Board of Directors, celebrities and Major Donors) at annual gala.
- Track all RSVP's, Tribute Journal Ads, contributions to annual Bring Back the Beach Event

Qualifications

Minimum three years' fundraising experience; preferably in a non-profit capacity.

- Bachelor's degree required.
- Excellent written and verbal communication skills with the ability to be extremely detail oriented.
- Exceptional organizational skills and strong interpersonal skills.
- Ability to maintain discretion and handle confidential material.
- Proven initiative and excellent time-management skills.
- Flexible attitude, with strong capability to multi-task, prioritize and work on a deadline.
- Ability to work independently as well as on a team.
- Proven ability to understand complex issues.
- Experience working with budgets and timelines;
- Must be proficient in MS Word, Excel, Outlook and PowerPoint. Knowledge of Google software a plus and Salesforce.
- Knowledge of and experience with Social Media, Facebook, Twitter, LinkedIn, etc.
- Donor development database experience a plus. Salesforce experience preferred
- Familiarity with environmental issues and love for the ocean a plus
- Interest in Heal the Bay's environmental mission or passion for the ocean
- Occasional evening and weekend work is required.
- Other assorted duties as needed

Please send a cover letter (with salary requirements) and resume to our main office or fax to (310) 496-1902 or apply online at www.healthebay.org/jobs. Heal the Bay is an equal opportunity employer and actively recruits to promote diversity in our workforce.

Hours: Full time. Some weekend and evening hours required.

Salary Range: Based on experience, plus full benefits.

Start Date: ASAP

