



Full time 40 hrs. week- exempt
Employment Date: ASAP
Supervised by: Executive Director

Job Title: Director of Development and Fundraising

General Summary:

The Director of Development/ Fundraising is responsible for working with the Executive Director to fulfill the mission of Ojai Raptor Center. This requires an individual to be extremely organized and have keen attention to detail and the flexibility to work with different aspects of the organization.

See www.Ojairaptorcenter.org for information on our organization,

Responsibilities include:

- Generate content for social media, Eblasts, website, and newsletters
- Research and implement new directives for ORC growth and prosperity
- Cultivate and develop donor relationships
- Develop and coordinate all fundraising events and Initiatives including website campaigns for the organization with input from Staff and Director
- Identify and target areas in which the organization can improve operations
- Research, Identify and Assist in writing and compiling grant information
- Track Grants and timelines for reporting back to Grantor
- Administer the donor database along with volunteer support
- Reconcile and prepare weekly bank deposits
- Participate in community outreach events
- Manage merchandise orders and sales
- Update and maintain the website along with Education Manager
- Coordinate with local civic organizations
- Phone calls to donors thanking them for their donation
- Print thanks you letters for ED to sign and mail
- Weekly report from fundraising software on sales, donations & all other transactions for ED to put into quickbooks

Requirements:

- Qualifications required for this role include a Bachelor's & (or Master's) degree in nonprofit management or a related field, minimum of 3 years, excellent written and verbal communication skills, strong leadership and management skills, a demonstrated ability to work collaboratively, experience with fundraising software and donor databases, MS Office Word, Outlook, Excel, Social Media sites and Web applications, Network for Good, and Squarespace.
- Experience in major gifts, corporate and foundation giving, and special events as well as planned giving and digital fundraising .
- A deep commitment to the organization's mission and values, strategic thinking and problem-solving skills, and flexibility and adaptability.
- Able to function as part of a team providing a high level of quality service
- 2 hours minimum of continuing education per year
- Ability to sit, stand and look at a computer for extended periods of time
- Ability to maintain composed and professional demeanor within a flexible and busy work environment

Compensation and Benefits:

Full time. 40 hrs./week, salary: \$64,480 - Benefits offered: Health care, sick time, vacation time. Cal Savers Retirement plan.

Equal Employment Opportunity Statement:

It is the policy of Ojai Raptor Center to afford equal employment opportunities to all qualified individuals without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizen status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law.

Employee Conduct:

It is the responsibility of every staff member and volunteer to contribute to a safe and positive work environment through cooperative and professional interactions with co-workers, volunteers, vendors and the general public.

Report misconduct, red flags and injuries in incident report log

*Please respond to Kim @ojairaptorcenter.com with Cover letter and resume.