



PO Box 1284
Ventura, CA 93002
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www.venturlandtrust.org

Development Director

The Development Director is responsible for securing revenue for Ventura Land Trust (VLT). Duties include overseeing and managing fundraising efforts, building strong and successful relationships, maintaining communications with donors, and collaborating effectively with staff to execute fundraising events. The Development Director works closely with the Executive Director, Board, and various committees in all development endeavors.

Job Responsibilities

- Build, foster, and maintain relationships, and ongoing communications, with existing and prospective individual and corporate donors on an ongoing basis
- Build a major gifts program including identification, solicitation and cultivation of donors
- Direct capital campaigns and other major fundraising campaigns
- Direct the annual fund program, including mailings
- Develop VLT's legacy giving program
- Implement and oversee grant seeking including research, proposal writing, and reporting
- Coordinate special events
- Oversee donor prospect research
- Develop metrics and annual targets with the ED for tracking progress toward short-term and long-term fundraising goals
- Provide ED, Development Committee, and Board with fundraising reports and updates
- Make public appearances/accept speaking engagements to share VLT's mission and programs with the community
- Collaborate with Development Committee Chair on the coordination of meetings and implementation of action items
- Oversee fundraising database and tracking systems
- Supervise and motivate staff, board members and volunteers in development efforts
- Implement and oversee marketing and public relations efforts to support development activities
- Improve gift recognition, donor stewardship and member benefits programs
- Work closely with web developer and staff to develop and update VLT website
- Demonstrate professional conduct at all times
- Perform other related duties as requested

Qualifications

- The successful candidate will embrace VLT's mission
- Natural passion and aptitude for reaching out to new people; strengthening relationships; seeing the positive in everyone; comfort being an infectious ambassador for VLT in all social situations.
- A minimum of 5 years of development experience
- Prior fundraising success, particularly major gift fundraising and Annual Campaign experience
- Supervisory experience, including ability to motivate, lead, set objectives and manage performance
- Proficiency in discussing VLT's programs and priorities with the goal of making funding connections
- Strong interpersonal skills, and the ability to engage meaningfully with all personality types
- Grant writing and reporting experience
- Experience in budget planning and analysis
- Be a "self-starter" and goal-driven to initiate donor visits and fundraising connections
- Be organized and follow through on tasks and goals
- Familiarity with donor management databases
- Excellent verbal and written communication skills
- Working knowledge of Microsoft Office Suite and Google Drive

Salary/Benefits

- Competitive/commensurate with experience and other qualifications