



Acterra
Action for a Sustainable Earth
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ACTERRA – JOB ANNOUNCEMENT

DIRECTOR OF DEVELOPMENT

“Bringing people together to create local solutions for a healthy planet.”

ABOUT ACTERRA

ACTERRA and its predecessor organizations have a 39-year track record of innovative environmental programs in the Bay Area. The organization was formed in 2000 by the merger of two of the region's most effective environmental organizations: the Peninsula Conservation Center Foundation (founded 1970) and Bay Area Action (1990).

ACTERRA is agile – launching and adapting its programs to address critical issues as they evolve, and impacting people personally and directly, in their homes and communities. We inspire and empower people to become engaged in hands-on solution-oriented activities and help them learn to live more sustainable lifestyles, thereby making a significant difference in our region and building momentum for broader changes in our society.

ACTERRA has an annual budget of \$1,100,000 (not including our fiscally-sponsored projects), a staff of 21 (full and part-time), and taps the energy of over one thousand volunteers each year. In FY2009 (also not including our fiscally-sponsored projects), ACTERRA raised 29% of our budget from corporate and foundation support, 27% from government grants, 19% from individuals, and 25% from other sources such as fees for services. We are focusing our growth during the next two years on increasing our income from individual donors — with special emphasis on more support from major donors.

We face many of the same funding challenges as other local nonprofits: cultivating and retaining major gifts; expanding our donor base to support expansion of programs, establishing multi-year relationships with contributors, and creating a successful planned giving program.

For more information on Acterra, visit www.acterra.org/

POSITION OVERVIEW

Acterra seeks an individual who has demonstrated successful fundraising experience – especially with individual donors, is enthusiastic about Acterra's mission and programs, and seeks to continue to build her/his skills as a development professional.

Our Development Director will plan and coordinate all of Acterra's development activities with primary emphasis on individual and corporate fundraising. (The Executive Director and program directors take the lead in foundation and government fundraising.) In coordination with the Executive Director and Development Committee, she/he will set fundraising targets, develop fundraising plans and work with Acterra's board and staff to leverage key relationships and contacts within and outside of the Acterra network to ensure achievement of fundraising goals.

JOB RESPONSIBILITIES

- * Work with the Executive Director to implement achievement of funding goals, with special emphasis on individual major donors, annual giving, and corporate gifts.
- * Coordinate and participate actively in major gift solicitation and corporate outreach.
- * Design and implement a planned giving program.
- * Participate in Board and Development Committee meetings. Guide and support Board members and volunteers in their fundraising roles and responsibilities.
- * Oversee annual donor stewardship and solicitation events.
- * Work with communications staff in the development of marketing and communications materials to promote awareness of Acterra's activities and increase its visibility.
- * Maintain and update Acterra's development plan, including major donor and membership elements, grant support, special events and mail/web-based solicitations.
- * Maintain and ensure accuracy and integrity of prospect, donor and volunteer databases.
- * Report regularly to the Board on progress toward goals.
- * Perform other tasks at the Executive Director's request.

REPORTING RELATIONSHIPS

The person in this position reports to the Executive Director. She/he works closely with Program and Communications staff and with Acterra's Development Committee.

QUALIFICATIONS AND EXPERIENCE

- * Excellent communication skills - both verbal and written, and the ability to effectively and professionally represent Acterra in the community.
- * Successful experience managing and directing a fundraising effort and staffing active volunteer and board leaders.
- * Successful experience in cultivating and stewarding major donors and in taking the lead in making "asks."
- * Familiarity with local and regional stakeholders, especially donors, in Santa Clara and San Mateo Counties.
- * High energy level and ability to work both autonomously and collaboratively with staff and volunteers.

- * Understanding of and passion for Acterra's mission.
- * Exceptional organizational skills including the ability to set and act on top priority goals while still attending to detail.
- * Knowledge of methodologies of giving, including the ability to market planned gifts.
- * Maturity to work effectively with highly visible civic, philanthropic, and business leaders.
- * Ability to influence and engage a wide range of donors, and build long-term relationships.
- * Ability to work effectively with and motivate Acterra's board members.
- * Knowledge of Microsoft Word and Excel, and database, accounting, and fundraising software.
- * Flexible schedule occasionally required for evening/weekend events.
- * Bachelor's degree or equivalent.

Compensation

The Director of Development will work three to four days a week, with the possibility of building the job to full-time in the future. The position is exempt and includes benefits (vacation/sick leave, medical/dental/vision insurance and voluntary retirement plan). Salary is commensurate with experience.

Application Deadline — The position will remain open until filled.

Start Date — March 2010

How to Apply — Electronic submission preferred.

Please email letter of interest, résumé and relevant writing sample to:

Michael Closson

Executive Director

Acterra

michaelc@acterra.org

3921 East Bayshore Road

Palo Alto, CA 94301

Acterra does not discriminate in employment because of age, sex, race, creed or national origin. Appropriate action shall be taken to recruit members of groups against whom discrimination in employment has historically been exercised.