



California State Parks Foundation
Development Associate Job Description

Title: Development Associate

Reports to: Associate Director of Philanthropy

Location: San Francisco (hybrid of in-office and work from home)

Post date: May 9, 2022

Mission: Protecting and preserving the California state park system, for the benefit of all.

Vision: Our vision is that Californians experience, engage with, and champion their state parks, ensuring that they will thrive now and for future generations.

JOB DESCRIPTION:

The Development Associate is a critical team member that supports the execution of the development team's strategy and goals to inspire renewed, upgraded, and new funding from major individual and institutional donors. This role aligns with California State Parks Foundation's mission by providing administrative support to raise resources to fund parks, build climate resiliency, expand access to parks, enhance visitor experience, preserve history and culture, and protect wildlife and nature.

RESPONSIBILITIES:

Administrative Support (40%):

- Maintain major individual and institutional giving moves management systems in Salesforce by entering all funding opportunities in the database
- Manage the development email inbox
- Create agendas for Earth Day Climate Action planning meetings by coordinating with the project team
- Partner with the Volunteer Program Coordinator on sponsor registration for year-round and Earth Day volunteer events
- Support logistics and communications for board meetings (3 times per year)
- Cross-train as back-up for finance team when needed (i.e., depositing donation checks, etc.)
- Other duties as assigned

Donor Cultivation and Stewardship (40%):

- Log all donor interactions and communications to the Salesforce database
- Draft and send all major donor (individual and institutional) acknowledgment letters using templates in Salesforce
- Provide scheduling and logistical support for donor meetings and site visits, including preparing meeting packets
- Provide donor research briefs for Insider Tours and other California State Parks Foundation events
- Assist with logistics for mass donor mailings as needed

Champion Your California

- Secure and process in-kind donations as needed
- Represent the organization at events and tabling opportunities as needed, including Park Advocacy Day and Earth Day Climate Action
- Respond to inquiries about planned giving

Prospect Research (20%):

- Maintain tracking systems for prospects in Salesforce
- Lead on researching and portfolio building for prospective major individual donors

QUALIFICATIONS:

- Ability to work both independently and collaboratively in a fast-paced, multi-task team environment
- Minimum of 2 years of relevant experience
- Interested in learning more about the California state park system, environmental, and/or conservation practices
- Familiarity with tools such as Salesforce, Asana, Slack, SharePoint, Wealth Engine, Adobe Acrobat Pro, Expensify, Zoom preferred
- Proficiency in Microsoft Office suite
- Strong written and oral communication skills
- Extremely organized with exceptional attention to detail
- Committed to maintaining data integrity
- Ability to work well independently and in a team-based environment
- Willingness to pitch in and perform other tasks as needed
- Ability and willingness to travel across California to state parks as needed (approximately 5% of time), occasionally engaging in vigorous outdoor activities, is required
- Commitment to California State Parks Foundation's mission

JUSTICE, EQUITY, INCLUSION, AND DIVERSITY: At California State Parks Foundation, our mission is protecting and preserving the California state park system, for the benefit of all. We believe that California's state parks are essential to the health, happiness, and quality of life for all Californians. If we truly are to benefit all, we must address justice, equity, inclusion, and diversity (JEID) in our work. While the process of integrating JEID may not be easy, we are full of hope regarding our vision for a future California state park system that engages a broad audience and is welcoming and accessible to all. We commit to fostering an organizational culture that celebrates learning and growth, leans into difficult conversations and feedback, values connection to each other, and sustains staff and board members' well-being and sense of belonging.

COMPENSATION: This is a full-time, non-exempt position. The hourly rate for any work completed up to 40 hours a week is \$27/hour. You may be eligible for overtime (any work above 8 hours a day and 40 hours a week), and your overtime rate is \$40.50/hour. You may be eligible for double time if you work over 12 hours in a day. Regular, overtime, and double overtime are pursuant to local, state, federal and the Foundation's guidelines.

Employee benefits include medical, dental, and vision insurance, 401k retirement plan, employee life, long- and short-term disability insurance, pre-tax commuter benefits and flexible spending account, and paid vacation, 13 paid holidays, a floating holiday, and sick time.

TO APPLY: Please submit your application through the “Apply” link. Your application should include your resume and a thoughtful cover letter that addresses why you are a good fit for this position and the organization. Please use separate attachments for each individual component with your last name in the file names. Applications considered on a rolling basis until position is filled.

California State Parks Foundation is an Equal Opportunity Employer. People of color, LGBTQ people, people with disabilities and veterans are strongly encouraged to apply. Qualified applicants with arrest and conviction records will be considered for the position in accordance with San Francisco Fair Chance Ordinance, Police Code, Article 49.

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