



Development Specialist

- Location:** BYLT office in Grass Valley, CA; Part-time remote work is allowable
- Hours:** 20 hours per week with opportunity to grow into full-time, non-exempt employee
- Reports To:** Executive Director
- Supervises:** n/a
- Salary:** Commensurate with experience; benefits include supplemental health insurance, tech stipend, generous vacation and paid time off, 14 holidays per year, and flex work schedule
- Deadline:** Open until filled, application closes April 19, 2021
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Summary

BYLT is seeking a Development Specialist who is excited to join our dynamic organization at a pivotal moment of growth. We are looking for an exceptional candidate who will help to define and manage all aspects of BYLT's development strategy including major gifts, planned giving, annual giving and appeal campaigns, government and foundation support, corporate giving and sponsorships, and fundraising events.

Organizational Profile

Bear Yuba Land Trust (BYLT) has been a conservation leader in Nevada and Yuba Counties since 1990. To date, BYLT has protected 16,385 acres of the region's natural open space, agricultural lands, forests, public trails, and watercourses. BYLT actively works with a wide variety of local landowners, as well as local, state and federal agencies, to conserve important lands and build public trail systems which define and inform the region's core values, economy and character. BYLT is a 501(c)(3) nonprofit organization accredited by the national Land Trust Accreditation Commission and dedicated to high ethical standards and practices for the fulfillment of its mission with the support of the BYLT Staff, Board of Directors, volunteers and membership base.

Responsibilities

- Work with organizational leadership to manage and refine existing development strategies; lead update of Strategic Fundraising Plan
- Develop the Business Sponsorship Strategy to support fundraising events and other organizational needs
- Cultivate, solicit and steward the organization's relationships with individual donors, foundations, and corporate sponsors
- Serves as chief strategist and supervisor of a growing major gifts program including prospect research, identification and tracking
- Manage key aspects of major fundraising initiatives including annual appeals (Lands Trails, Youth), Gala & Conservation Awards and Celebration of Trails weekend
- Develop efficient and effective systems to measure progress towards goals
- Maintain donor recognition plans and correspondence with supporters



- Prepare and monitor the overall development budget to meet fundraising goals and maintain fiscal responsibility
- Work with Community Engagement Manager to develop mission-based marketing content for e-blasts, social media, the website and direct mail campaigns in support of fundraising goals
- Oversee and contribute to the writing, design, editing and production of all development materials including individual and foundation/corporate solicitations, annual report, invitations and collateral materials for events, and other development related content, with support from respective BYLT Staff
- Report on progress of all giving campaigns and fundraising activities to the ED and Board
- Help run the Philanthropy Committee with the Chair

Required Qualifications

Personal qualities and professional capabilities must include the following:

- Strong work ethic with the ability to work collaboratively with a team and the tenacity to be independently motivated to reach goals
- Demonstrated record of motivating stakeholders and volunteers
- Fundraising experience including soliciting gifts and grants between \$5,000 - \$100,000+
- Excellent presentation, verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organizational, planning and critical thinking skills
- Excellent prioritization and time management skills with a proven ability to meet deadlines with minimal supervision
- Strong leadership skills
- Ability to coordinate well with peers
- Adheres to ethical principles of fundraising and in all business dealings
- Passion for natural resource conservation

Education and experience

- Bachelor's degree or commensurate experience in fundraising and management; CFRE preferred
- Minimum 5 years of progressively responsible experience in development is required, preferably in the nonprofit sector and in at least two major sectors of fundraising
- Proficiency with a donor database program is required; preferably Salesforce
- Familiarity with Google products is required; proficiency is a plus

Additional Qualifications: Candidate must be able to thrive within a small nonprofit office environment and demonstrate a passion for BYLT's mission; willingness and ability to work occasional nights and weekends

How to Apply:

Interested applicants should submit a cover letter, resume, and three professional references via email to info@bylt.org. Application reviews begin on April 20, 2021.

BYLT is an Equal Opportunity Employer.