

Bay Area Wilderness Training Job Description and Hiring/Orientation Timeline

Director of Development & Finance

About Bay Area Wilderness Training (BAWT): BAWT creates opportunities for urban youth to experience wilderness first hand. We believe that urban youth, once exposed to wilderness, have a broadened sense of themselves, each other, and the world around them. BAWT's primary strategy for achieving its mission is to provide Bay Area youth agency staff with wilderness leadership training and outdoor equipment so that they, along with the youth they serve, may explore the power and beauty of California's wilderness. For more information about BAWT, visit: www.bawt.org.

Position Summary: *This position directs fundraising operations for the organization. Located in the BAWT office and headquarters in Oakland, CA, the top priority responsibilities associated with this position are as follows: Fund development and management, including-events, grantwriting, major donor development, "membership" growth, fiscal control and efficient operations overall.*

Qualifications: Constituent relationship management database administration experience (Blackbaud Sphere a plus), MS Office applications, comfort in Macintosh and Windows OS environments. Passion for the outdoors and interest in youth development issues a must.

Strongly Desirable: Familiarity with foundation fundraising, marketing campaigns, membership donor campaigns, event planning, corporate sponsorship, email marketing and mountaineering experience a plus.

Responsibilities include, but are not limited to:

Fund Development (50%)

- Develop and sustain a diverse funding base to support the agency's program priorities. Approximate targets: \$190K- foundations, \$50K (net revenue) Climbing for Kids fundraising event (www.climbingforkids.org), \$50K – other special events, \$100K – individual donations, \$20K - corporations, and \$100K in kind corporate donations.
- Grow BAWT's mid- and low-level donor base through direct mail and online sources.
- Manage and participate in BAWT's outdoor event fundraising activities in California's wilderness including, but not limited to BAWT's annual Climbing for Kids mountaineering trips.
- Work closely with CEO and Development Committee Chair to create and implement the agency's fundraising plan.

Fiscal Control (30%)

- Work closely with Treasurer to create and implement the agency's budgeting plans, submitting a written report to Steering Committee at every meeting (6 times/year).
- Manage daily cash flow for agency.
- Be the primary administrative liaison between Earth Island Institute and BAWT, sending check requests and deposits, reconciling accounting records, etc.

Agency & Personnel Management (10%)

- Oversee all agency fundraising services and activities. Ensure that goals and objectives are met and that quality services provided to all fundraisers, volunteers, interns and Climbing for Kids climbers. Provide for periodic review and modification of programs to meet community needs, maintaining and increasing revenue from a diverse funding base.
- Ensure that agency staff (3- 5 staff, plus interns and volunteers) are effectively employing good personnel practices in accordance with Earth Island Institute policies and state and federal law.

Employ, set compensation for, supervise, and evaluate a diverse staff. Provide opportunities for staff professional development.

Public and Community Relations (5%)

- Support the maintenance of accurate current content for BAWT web site including volunteer opportunities, intern postings, contact forms, updates on personnel, etc., etc.
- Recruit and work closely with Development Committee Chair to create and implement the agency's development plan.
- Represent BAWT in the community. This includes but is not limited to: Foundation phone calls and site visits, conferences, staff workshops, special events.

Administrative Operations (5%)

- Provide and maintain adequate and appropriate services, facilities, equipment and information systems in accordance with the organization's budget.
- Increase organizational efficiencies wherever possible.

Communication Expectations

- Employee is expected to maintain the highest level of communication and integrity in working with Founder and CEO, staff, interns and volunteers at every level.

Meetings

- Regularly attend Marketing Committee, Development Committee, and Finance Committee meetings.
- Facilitate and co-lead the Development and Finance Committees.
- Attend regular meetings and events scheduled for Earth Island Institute's Project Directors.

Compensation: \$40,000 - \$60,000 DOE, Excellent benefits. Backpacking, mountaineering and rafting trips to some of California's most beautiful spots.

Bay Area Wilderness Training is a fiscally sponsored project of Earth Island Institute (EII). EII is an Equal Opportunity Employer. Our staff is focused on making positive change in the world, celebrates diversity and is committed to being intentionally inclusive in all of our relationships. People of color and women are strongly encouraged to apply.

How to Apply: Please submit cover letter, resume, two writing samples and references to devdirectorsearch@bawt.org or fax to 510-452-8335. No phone calls please. Attachments should be in Word or PDF format, titled as follows:

Lastname_Firstname_resume.doc OR Lastname_Firstname_resume.pdf

Lastname_Firstname_letter.doc OR Lastname_Firstname_letter.pdf

Lastname_Firstname_writingsample1.doc OR Lastname_Firstname_writingsample1.pdf

This position was posted on February 3, 2010 and is open until filled. To see if the position is still available, please go to www.bawt.org/getinvolved/jobs.php4