

Job Announcement Director of Development

Hidden Villa is an education organization that uses its farm, wilderness and the surrounding community as the context for teaching and learning while emphasizing environmental education and social responsibility. Our mission is to engage children and adults in hands-on, innovative programs promoting environmental awareness and humanitarian values. Hidden Villa is a private, nonprofit organization with a 60-year history and excellent reputation.

General Responsibilities

The position reports to the Executive Director and manages a two-person development team and contract event coordinators and direct mail consultants. The Director of Development will serve as a member of the senior management team and will work with the Board and the Executive Director to create and implement development strategies that will incorporate major gifts, annual giving, corporate and foundation grants, events, and publicity for Hidden Villa and its programs.

Specific Responsibilities Include:

1. Work with the Executive Director, Board of Directors and the Development Committee in establishing fundraising goals and enlisting Board support to achieve them
2. Develop and manage development budget and annual fundraising plan
3. Stewardship of major donors, including identification, strategy development, cultivation, solicitation, acknowledgement and thank yous.
4. Assist in planning and execution of fundraising events including the annual dinner and major donor events
5. Oversee production of Hidden Villa newsletter and Annual Report
6. Manage the development and production of marketing and public relations materials
7. Manage the gift acknowledgment, tracking, and stewardship processes
8. Research new funding sources
9. Collaborate with program managers on locating funding opportunities

Qualifications

The ideal candidate will have a Bachelors Degree and at least three of experience in a development leadership position. Direct experience and a successful track record in face-to-face donor solicitation are also required. Demonstrated ability to conceptualize and implement effective cultivation and solicitation strategies. The maturity, diplomacy and tact to work closely with major donors and all Board members. A successful track record in meeting annual fundraising goals for a nonprofit organization. Demonstrated ability in working effectively with nonprofit boards. Thorough knowledge of various funding sources including foundations, government, corporations and individual donors, particularly in the San Francisco Bay Area. Excellent management, communications, interpersonal and organizational skills, as well as attention to detail and demonstrated ability to work in a team environment, build consensus, and problem solve.

Terms of Employment

The position is an exempt, full-time position with excellent benefits. A pleasant working environment in the Duveneck House in the midst of the farm is a plus. Salary is DOE. Open until filled. Hidden Villa is a nonsmoking environment.

To Apply

Please mail or Email your résumé, cover letter, a writing sample and professional references to: jobs@hiddenvilla.org or Personnel, Hidden Villa, 26870 Moody Road, Los Altos Hills, CA, 94022. No phone calls please. www.hiddenvilla.org

Hidden Villa is committed to diversity in our workplace and our programs. We do not discriminate on the basis of sex, race, color, age, sexual orientation, national origin, religion, creed, ancestry, disability or veteran status