



## **Mammoth Lakes Foundation**

100 College Parkway, PO Box 1815 • Mammoth Lakes, CA 93546-1815  
(760) 934-3781 • Fax: (760) 934-6019 • email: [evan@mammothlakesfoundation.org](mailto:evan@mammothlakesfoundation.org)  
[www.mammothlakesfoundation.org](http://www.mammothlakesfoundation.org)

### **DEVELOPMENT DIRECTOR**

#### **JOB SUMMARY**

The Development Director is responsible for creating and then implementing the overall fundraising plan for the MLF. The successful candidate should have a passion for people, education, arts and living in a small mountain community environment. The Development Director must be completely comfortable talking to strangers, colleagues, organizations, and business groups about MLF and our development opportunities. Developing and executing a successful fundraising plan is essential to the success of MLF's ongoing programs and services. The Development Director is responsible for raising money to improve MLF's financial security. *The Development Director is eligible for bonus based on meeting or exceeding annual budget.*

#### **KEY AREAS OF FOCUS**

- Annual giving solicitation
- Major gifts-\$5,000+
- Legacy gifts and planned giving
- New support programs-TBD by new person
- Solicitation of event sponsorships and general donations
- Theater and education grants
- Donor relations including focus on retention and acquisition

#### **DUTIES AND RESPONSIBILITIES**

1. Plans and administers all fundraising programs and activities which include but are not limited to:
  - a. Annual giving
  - b. Memberships programs
  - c. Planned giving and legacy gifts
  - d. Event sponsorship
  - e. Grants
  - f. New giving programs
2. Responsible for securing financial support from a variety of sources; identifying, cultivating and successfully soliciting gifts from individuals, businesses and corporations.
3. Works MLF events and attends MLF functions. Working odd hours as necessary.

4. Travel when required, not always a 40 hour a week job. Ability to work independently.
5. Develops and maintains ongoing relationships with MLF board of director's, donors, local community, social and professional organizations.
6. Researches and creates well-written grants and proposals.
7. Provides monthly written reports to the President and Executive Director and presents report at monthly staff meeting.
8. Make direct contact with potential and known donors and through a timely action tracking process plan:
  - a. Conduct **8-10 personally scheduled face-to-face visits per month**, with new and existing prospects, excluding MLF sponsored events.
  - b. Maintain an **active contact list of 200-250 primary prospects** under management.
  - c. Coordinate fundraising events for prospects
  - d. Write a **minimum of 10 new gift solicitations per year and maintain existing clients**. Solicitation may be for a planned gift, annual gift or multi-year gift. Gifts solicited would be for \$5,000 and above.
  - e. Send out a **minimum of 25 event sponsorship solicitations** per year.
9. Annual review and participation in budgeting and revenue plan.
10. **Bonus criteria based on exceeding budget and revenue goals** as defined in annual plan.

### DESIRED SKILLS AND QUALIFICATIONS

1. Bachelor's degree or relevant work experience
2. Minimum five years of progressive experience in fundraising/development or professional sales with a proven track record. Must have been in a position of asking for and getting significant size gifts or closer of significant business transactions.
3. Experience in grant writing process, proposals, and writing applications.
4. Excellent communicator; including persuasive written skills,-a command of grammar, spelling, punctuation, style and ability to write own documents.
5. Strong research skills, understanding of social media and internet opportunities
6. Computer literacy; Microsoft suite, fundraising data base (Donor Perfect is used by MLF).
7. Ability to work under pressure, meet deadlines, accommodate special requests that often come at the last minute, manage a number of projects simultaneously and be self-motivated.
8. Ability to maintain a professional demeanor, work effectively with all levels of staff, must be a team player and able to answer all questions with a smile.
9. Flexibility and willingness to look at every task as an opportunity

### ORGANIZATIONAL HISTORY AND BACKGROUND

MLF is the caretaker of land and facilities held for community benefit. MLF is and has always been a facilitator to create programs and opportunities that improve lives of residents and visitors in our community. MLF acquired land so that other organizations can build and operate facilities that support our community. This is part of the South Gateway Master Plan. When the college agreed to build the Learning Center with State

bond funds we contributed 27 acres of land for the facility, roads, parking, and future expansion. The 27 acres allowed the college to build a \$7 to \$8 million learning center in Mammoth. MLF acquired 86 acres of land on which now stand seven facilities that support education, arts, and the community.

The next project, in the MLF strategic plan and South Gateway Master Plan, is the Mammoth Arts & Cultural Center. To insure that a new facility is successful we are building demand by converting Edison Hall to a mini-center supporting theater, arts, and hospitality. We believe a strong arts and education facility in the Eastern Sierra is a stepping stone to a well-rounded community and a stable economy.

We need a dedicated development professional to raise contributions so that we can continue to leverage existing assets and create a stable funding base for our organization in the future.

The successful candidate will embrace our core values; have the vision and dedication to take the MLF to the next step in our journey. **The Nonprofit World**-employs interesting people and we have our share of hard workers. Nonprofits look to employees to multi-task, big time. Because of that, you are offered the opportunity to learn new skills and gain experience in new areas, to grow your market value.

<b>Job Title:</b>	<b>Development Director</b>
<b>Reports To:</b>	President/CEO
<b>Additional:</b>	Closely aligned with the Executive Director
<b>Salary Range:</b>	\$50,000 to \$70,000 plus bonus
<b>Benefits:</b>	PTO, paid Holidays (no health benefits)
<b>Posting Date:</b>	December 8, 2011

### HOW TO APPLY

Send cover letter, resume and references to: [apply@mammothlakesfoundation.org](mailto:apply@mammothlakesfoundation.org)  
Evan Russell, President and CEO. Your cover letter should be compelling, telling us who you are and what you have done with your life. How have you touched the lives of others? Tell us about your most memorable accomplishment.

Additional information: (760) 934-3781 ask for Evan Russell or Maya Weinhart

Position open until filled, earliest possible start date is January, 2012

We will respond to all applicants.