Advancement Director Job Announcement

Heal the Bay is an environmental organization dedicated to making southern California’s Coastal waters and watersheds, including Santa Monica Bay, safe, healthy and clean. To fulfill our mission, we use science, education, community action, and advocacy. Heal the Bay has an annual budget of over $4 million and more than 15,000 members. Progress toward our mission is achieved by effectively combining science, advocacy, community outreach, and education to create positive change in our environment.

We strongly encourage applications from individuals that reflect the diversity of Los Angeles County, including but not limited to people of color, LGBTQIA and other communities that environmental organizations, including Heal the Bay, have not adequately engaged.

Position Summary:
The Director of Advancement reports to the CEO and, as a member of the leadership team, directs the organization’s fundraising and public engagement efforts. With a primary focus on donor strategy, the Director of Advancement leads the advancement team in development, communication, and brand management efforts. The advancement team serves to engage current and new supporters, increase financial investment in HTB, and build an increasingly strong and diverse network of stakeholders. As the chief fundraiser for HTB, the Director of Advancement spends considerable time visiting with and stewarding donors, partners, and prospects and representing HTB publicly as an extension of HTB’s executive office in order to secure major and transformational gifts for our work. When strategically necessary, the Director of Advancement works with the CEO to cultivate and request major contributions and support from individuals.

The Director of Advancement collaborates with the Board of Directors, works closely with HTB leadership team, and leads an advancement team to set and achieve annual and long-range fundraising goals, measuring progress throughout the year to ensure success. The Director of Advancement collaborates with program staff to support funding needs and priorities, and works closely with HTB’s Director of Communications to ensure consistent branding, clear and targeted messaging, and strengthened relationships with supporters.

A successful candidate will have a focus on goal-setting and accountability of the team, and a proven ability to create and grow funding opportunities. They must also be comfortable in diverse social situations and have a passion for protecting the environment.

Essential Duties and Responsibilities

Development, Stewardship, and Communications

- Develops and oversees implementation of Development Plan in consultation with leadership and advancement teams.
• Manages a portfolio of donors and prospective major donors across HTB by leading in
cultivation, solicitation, and stewardship; maintains current documentation of activity.
• Develops and strengthens relationships with individuals, corporations, and foundations.
• Spends a large amount of time traveling to develop relationships and cultivate donors.
• Delegates and oversees creation of donor-related materials including print and electronic
appeals, stewardship communication, and meeting packets.
• Collaborates with HTB leadership team to coordinate baseline annual fundraising targets with
organizational strategic objectives and budget.
• Provide timely notice to accounting and data management of impending gift requests to ensure
clear path of accounting and procedures.
• Conducts and records outcome of measurable number of face-to-face visits with donor
prospects to solicit major and planned gifts.
• Prepares or delegates preparation of written and verbal proposals, and other materials needed
to secure major gifts in collaboration with colleagues, as appropriate.
• Solicits a measurable number of major gifts annually—in collaboration with CEO when
necessary—while growing a pipeline of new opportunities to support future major gift
solicitations.
• Represents organization publicly when CEO cannot to strategically grow community of
stakeholders, working with other staff to coordinate strategic meetings and small-scale events
as needed.
• In coordination with CEO creates opportunities to increase the visibility of HTB across the state
through strategic partnerships, events, and special initiatives as schedule and budget permit.

Management

• Coaches, supervises, and evaluates advancement team of 3-4 and ensures staff members have
the tools needed to accomplish their jobs.
• Provides guidance to reports and tracks performance against development plan.
• Communicates regularly with advancement team to strategize about status of stewardship,
prospecting, proposals, and appeals; evaluates areas needing focus and growth.
• Contributes approximately 10% of time to collaborative opportunities across the organization.
• Explores new ideas through professional growth opportunities.

Leadership Team and Board

• Participates actively in leadership team meetings to strategize and position the organization for
the future.
• Meets regularly with Board members to cultivate and solicit for major gifts for organization
work and to grow our network of new investors.
Skills, Experience and Education

- 5+ years of direct fundraising leadership and solicitation experience.
- Demonstrated success cultivating, soliciting, and stewarding high-net-worth individuals, with a track record of securing 5+ figure gifts and moving donors up the giving pyramid.
- Ability to communicate the mission and activities of HTB in compelling ways to different audiences;
- Digital fluency in Salesforce or similar donor relations management database.
- Ability to set and achieve goals, and a creative approach to problem solving.
- Ability to perform under pressure in a dynamic environment.
- Superior interpersonal skills, including the ability to work effectively with the Executive Leadership, Board of Directors, major donors, and prospects in an effective manner.
- Excellent organizational and project management skills.
- A clear understanding of 501(c)(3) nonprofit legal issues/structures.

Compensation

Hiring range starts at $120,000, based on experience.
The position is full time/exempt and some evening and weekend work is required. The position requires being based in LA County with a flexible “in office” requirement of 2 days a week.
Heal the Bay offers an excellent benefit package.

Application Information

How to apply: Please email your resume/cover letter to advdirector@healthebay.org with the subject line “HTB Advancement Director 2022”.
For more information visit www.healthebay.org/jobs

Heal the Bay is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.