



Position Description

Director of Development

Forever Balboa Park seeks a relationship-driven Director of Development with a proven track record of success developing and managing effective fundraising strategies that strengthen and grow individual, foundation, and corporate giving.

ABOUT US

A 1,200 acre park nestled in the heart of San Diego, Balboa Park provides recreational, botanical, and cultural experiences for more than 4 million visitors annually—locally and globally. Founded in 1868 and offering more than 60 miles of trails, 20 gardens, two golf courses and 29 major arts and culture organizations, Balboa Park is at the heart of what makes San Diego special.

Created to partner with the City of San Diego and other organizations, Forever Balboa Park collaborates with the community to ensure the sustainability and accessibility of Balboa Park—where all visitors are welcomed, inspired, engaged, and enriched. This is achieved through fundraising, open space and infrastructure improvements, the Balboa Park Visitors' Center, The Dorothea Laub Balboa Park Carousel, volunteer programs, and public engagement initiatives parkwide. For more information, please visit: <https://foreverbalboopark.org>.

OUR CULTURE

Forever Balboa Park is led by President and CEO, Dr. Elizabeth C. Babcock. Elizabeth brings diverse experience as a team leader, museum executive, user experience researcher and designer, educator, and anthropologist to this role. Together, with the other senior team members, trustees, and staff team, Elizabeth shares a passion for inclusivity, outreach, and transparency in enhancing Balboa Park for all. The Director of Philanthropy will report to the VP of Institutional Advancement, Sarah Beckman, who joined the organization in September of 2016 and has more than 20 years experience in philanthropy, nonprofits and strategic communications, including the San Diego Museum of Art and UC San Diego. Joining a team of talented staff working collaboratively to achieve organizational success, the new Director of Development will contribute to an entrepreneurial and team-focused work culture.

BENEFITS & FEATURES

- Salary – \$80,000 – \$90,000
- Medical, dental, and vision insurance
- Long-term disability and life insurance
- 403(b) retirement plan with a 5% employer match
- 15 vacation days
- 12.5 paid holidays

LOCATION

Forever Balboa Park is based in the House of Hospitality, a historic building within the park, located at 1549 El Prado, Suite 1, San Diego, CA 92101. This role is primarily onsite, with hybrid flexibility as schedules allow.

POSITION SUMMARY

The Director of Development joins Forever Balboa Park at an exciting time of growth and impact after the hire of a new CEO, a successful merger between two major park nonprofits and the launch of its signature capital project—the restoration and revitalization of the Balboa Park Botanical Building and Gardens. Reporting to the VP of Institutional Advancement, and supervising the Database & Donor Relations Specialist, and the Annual Giving and Stewardship Specialist, the Director will develop, implement and evaluate strategic fundraising initiatives that advance the mission of Forever Balboa Park. The Director of Development has the flexibility to create and execute new initiatives and processes that ensure a well-rounded development strategy for Forever Balboa Park. Conveying a passion for the park, they are responsible for creating a robust development program including our annual fund strategy, individual giving, and special events. This leader will also design and grow Forever Balboa Park’s planned giving, corporate partnership, and foundation and government grants strategy. The Director of Development will work alongside the VP of Institutional Advancement, the CEO, and the Capital Campaign Cabinet to ensure coordination with the Botanical Building and Gardens campaign, which is already underway.

DUTIES & RESPONSIBILITIES:

- Strategy
 - Work closely with VP Institutional Advancement and CEO to support the Board of Trustees and other fundraising volunteers in a coordinated, donor-centric approach to fundraising.
 - Sustain and grow the unrestricted annual fund program, including redesigning and supporting the Conservator’s Circle program.

- Create and implement a donor-centric strategy for cultivation, solicitation and stewardship of individual, corporate, and foundation giving.
- Create and implement a strategy for planned giving for the organization.
- Begin work on a strategy for government grants for future implementation.
- Collaborate with team members across departments to advance and enhance all related fundraising activities, taking responsibility to learn about projects and programs that offer opportunities for donor engagement, storytelling and/or giving.
- Donor Relations
 - Manage a diverse portfolio of donors, developing and advancing the donor-specific strategy for each.
 - Ensure accurate gift processing and data management, and compelling and timely donor engagement and solicitation.
 - Work closely with the Communications Specialist to develop messaging and materials for donors and prospects.
 - Use storytelling to create communications that convey donor impacts and increase giving opportunities.
 - Develop consistent methods to convey donor impacts and seek unique opportunities to leverage marketing tools for maximum philanthropic impact and donor engagement.
- Management, Metrics, and Reporting
 - Train, support and mentor two direct-reports, providing them opportunities for professional development and growth in the fundraising field.
 - Identify and meet key fundraising goals, and develop reports to track and manage progress.
 - Ensure the customer relations management tool (Bloomerang) is used consistently and accurately to inform data-driven decision making and accounting/audit gift reporting.
 - Develop systems and protocols for the development operation as needed for efficiency, clarity and consistency, following fundraising best practices.

BACKGROUND PROFILE

- Fundraising professional with a proven track record of managing a comprehensive fundraising program, including successful solicitation and stewardship of individual, corporate and foundation donors; special events; and grant writing.
- Collaborative leader interested in developing a team and sharing their knowledge of development principles, strategies, and tactics.

- Excellent communication skills, both written and interpersonal. Comfortable speaking in groups and creating presentation decks or related materials for donor meetings and proposals.
- Extremely organized, and responsive to the needs of a fast-moving and dynamic department; effective problem-solving and decision-making skills.
- Ability to engage and inspire a diverse set of donors, stakeholders, funders, community leaders and volunteers; approaches work with a growth-mindset helping foster a culture of inclusivity and learning.
- Ability to work some overtime, evenings, and weekends for fundraising-related events.

COVID-19 VACCINATION POLICY

Forever Balboa park requires, with few exceptions, that all staff be vaccinated against the COVID-19 virus. Our organization is committed to an interactive discussion related to religious and ADA/medical accommodations and will provide reasonable accommodation as long as it does not cause a direct threat to safety and is not an undue hardship on the organization.

OUR COMMITMENT

Forever Balboa Park is committed to providing an inclusive and welcoming environment for all members of its staff, visitors, volunteers, subcontractors, vendors and donors. We do not and shall not discriminate on the basis of race, color, religion, creed, gender identity, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation, or military status, in any of our activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

Forever Balboa Park is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant.

This job description is intended as a guide to the general job responsibilities and is not inclusive of all everyday duties the employee is expected to perform.

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Please send cover letter and resume to: hr@balboapark.org

Subject Line: Director of Development