



Mission Trails Regional Park Foundation

Development Officer

Status: Full-time, Non-Exempt

Salary & Benefits: \$70,000 to \$75,000 DOE

Medical benefits; ability to participate in retirement plan with employer contribution. Vacation, holiday, and floating holiday days as well as sick days.

Reports To: Executive Director

Job Location: The MTRP Foundation office is located at the park's Visitor and Interpretive Center at 1 Father Junipero Serra Trail in San Diego.

Position Overview

The Development Officer will create and execute the organization's fundraising plan to engage new individual donors, potential foundation and corporate donors, and strengthen existing donor relations through stewardship and recognition initiatives. Responsibilities also include donor database management with timely and accurate recognition and record keeping. The Development Officer will build and launch the Foundation's Planned Giving program, and participate in the grants program, from researching and identifying relevant funders to writing grant proposals and reports.

Duties and Responsibilities

- Create and execute Development Plan and implement strategies to increase financial support to the MTRP Foundation through direct mail, e-solicitations, and personal outreach.
- Coordinate appeals to various constituencies and audiences.
- Research potential donors and prepare fundraising prospect profiles.
- With assistance of colleagues, lead the Hike-a-Thon fundraising initiative.
- Manage the park's commemorative bench and picnic table sponsorship program.
- Oversee processing and coding of all gift receipts and acknowledgment letters. Reconcile all records with the accounting department.
- Prepare regular reports about fundraising activities, including the planning and preparation of future budgets, etc.
- Working with colleagues, create promotional/fundraising materials including mail appeals, and special event and campaign collateral (print/digital).
- Schedule visits with donors for Executive Director as well as participate in donor meetings and direct solicitations.
- Launch the MTRP Foundation's Planned Giving program using an online platform.
- Ensure current understanding of tax law and IRS rulings that impact charitable giving.
- Update the Visitor Center donor board twice annually and create donor lists as needed.

Qualifications – Knowledge, Skills, and Abilities

- Bachelor's degree required.
- Development professional with a proven track record of successful solicitation, and stewardship of individual, corporate, and foundation donors.
- Capacity and creativity to engage and inspire a diverse set of donors, stakeholders, funders, community leaders, and volunteers.
- Passion for MTRP's mission to protect, preserve, and improve the park.
- Strong organizational skills and ability to smoothly manage competing priorities and respond to the needs of a dynamic organization, effective problem-solving and decision-making skills.
- Ability to work independently on assignments with accuracy and minimal direction.
- Excellent written and verbal communication skills; comfortability with speaking in groups and creating presentation decks or related materials for donor meetings and proposals.
- Skilled in donor software and database applications and the ability to ensure accurate record-keeping and reporting of fundraising activity and portfolio management. DonorPerfect experience a plus.
- Excellent interpersonal skills and demonstrated ability to successfully work as part of a team, and with funders, donors, and community stakeholders.
- Proficient user of Microsoft Office and Google programs.
- Ability to maintain confidential office information, including donors, contributions, and all constituent information.
- Commitment to continued professional growth and development to maintain and upgrade relevant knowledge, skills, and abilities.
- Ability to work occasional evenings and weekends as needed.

Additional Requirements

- Ability to stoop, kneel, bend, reach, stand, walk, push, pull, lift, work with fingers, grasp, feel, talk, hear, and perform repetitive motions.
- Ability to perform light work exerting up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Valid Driver's License
- Valid CPR certificate or willingness to complete a CPR course through MTRP Foundation
- Required to work in both indoor and outdoor environments.

To Apply

Please send a resume and cover letter to hr@mtrp.org explaining how you believe your skills, background, and work experience meet the position's qualifications. Make sure to put Development Officer in the email subject line. Must be available to begin work by August 24, 2026.