



Nature and Culture International  
1400 Maiden Lane  
Del Mar, CA 92014  
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[www.natureandculture.org](http://www.natureandculture.org)

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**Position Title:** Director of Development

**Position Type:** Full-time, permanent

**Salary Range:** \$85,000 to \$100,000 annually, depending on qualifications

**Benefits:** Health and dental insurance, retirement match up to 3% of salary

**Location:** To be determined, likely San Diego, California or Portland, Oregon

To apply, please submit Letter of Interest, Resume, and Professional References to Viviana Necochea (OfficeAdmin@natureandculture.org) by Friday, January 18, 2019.

### **Position Summary**

Nature and Culture International, an international conservation organization, seeks a full-time Director of Development who is passionate about our mission to conserve biological and cultural diversity in Latin America.

### **Nature and Culture International – About Us**

Nature and Culture International (NCI) works in partnership with local communities in Latin America to conserve diverse and fragile ecosystems and develop and support sustainable ways of life. For more than 20 years, we have successfully implemented a locally-based conservation model resulting in the legal protection of more than 15 million acres of the most biodiverse ecosystems in Latin America, saving thousands of species of plants, amphibians, insects, birds and mammals and helping to mitigate climate change in the process. We have also increased the income of 300 local communities through sustainable development activities.

Originally established and still headquartered in Ecuador, we have 8 offices located within Ecuador, Peru, and Mexico; with additional projects in Bolivia, Colombia, and Brazil through partner organizations. Our staffing model emphasizes our work in the field, with a total of 62 staff divided between Ecuador (25), Peru (25), Mexico (6) and the US (an administrative and fundraising staff of six, primarily based in San Diego). Currently, we have an overall organizational budget of \$4.5 million. Since its founding, NCI has prided itself on its nimble and effective work and entrepreneurial spirit, ushering funds from generous donors, primarily in the US, to protect irreplaceable natural areas in Latin America. NCI's philosophy during its first 20 years has been to keep overhead low and maximize work in the field, racing against the tide of deforestation and habitat destruction.

### **Your Position with Us**

The Development Director manages planning and implementation of NCI's development program to secure financial resources from individuals, foundations, corporations and partnerships to support the programmatic goals of NCI.

### **Essential Functions**

Reporting to the President/ CEO, the Development Director will lead the organization's major gifts program, annual giving, individual stewardship plan and coordinate with the Director of Foundation and Strategic Partnerships on institutional giving. The position will ensure the projected \$4-5 million in revenue for 2019 is secured and determine strategies to grow funding in future years in concert with the strategic plan to be developed in 2019. The Director will build on existing fundraising activities to create and implement strategies for the cultivation and solicitation of a portfolio of major gift prospects, including

individual, foundation and corporate donors. The Director will be responsible for cultivating a solid working relationship with our Board of Trustees with success measured by the Board's continued involvement in fundraising efforts.

The Development Director will work closely with the President/CEO to create a development program in Portland, Oregon as well as other cities where prospective donors can be identified through board members and NCI supporters.

Additionally, this person is responsible for leadership and management of his/her direct reports and has overall responsibility of a staff of 3, including Director of Foundation and Strategic Partnerships, Marketing and Development Coordinator and a Senior Program Officer.

### **Responsibilities and Scope**

- Broad management and supervisory responsibility for the US Development and Communications Team, which includes establishing clear directions, setting objectives, and overseeing the execution of day-to-day work.
- Responsible for current fundraising goal of \$4.5 million per year in donations, grants and planned gifts.
- Responsible for identifying and meeting organizational goals and working collaboratively with local and international staff to develop 5-year strategic plan.
- Work closely with President, board and lead supporters in fundraising, including events, donor cultivation and solicitation.
- Build and strengthen the organization's donor pipeline in the San Diego community and Portland, Oregon and to develop new geographic areas for future NCI development focus with the goal of significantly growing annual revenue over the next five years.
- Participate as an active member in board meetings, working with a board liaison to support and empower board members on their development-related goals and activities.
- Implement and direct multiple projects, directing work of staff, managing budget, setting deadlines, and ensuring accountability.
- May direct or participate in negotiations for complex, high profile or sensitive agreements.
- Travel up to 25% of time, including to Latin America, with occasional late evenings and weekends.
- Assure the database for tracking donations and grants is maintained properly and provides accurate data for reporting. This includes overseeing database conversions and major revisions.

### **Personal qualities**

- Passionate and knowledgeable about conservation and other environmental issues
- Positive, team-oriented, and personable
- Self-motivated and entrepreneurial
- Strong leadership skills

### **Minimum Qualifications**

- Bachelor's degree and at least five years related experience.
- Experience asking for and closing major gifts.
- Experience building and maintaining long-term relationships with constituents such as major donors, foundations and corporations.
- Experience in planning and delivering budgetary responsibilities.
- Experience managing and supervising a multidisciplinary team.
- Experience, coursework, or other training in principles, practices, and procedures of charitable giving, particularly in the areas of major gifts, annual gifts campaigns and planned giving.
- Understanding of best practices in non-profit management.

**Desired Qualifications**

- Track record of raising five and six figure gifts.
- Effective leadership, management and training skills.
- Experience in coordinating with a geographically dispersed team.
- Excellent communication and writing skills via presentations, conversations, and documents.
- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.
- Experience working with Latin America or in culturally diverse settings
- Proficiency in Spanish.
- Experience using Salesforce or other similar relationship management tool