

Organizational Development Director



Trees Foundation seeks to hire an Organizational Development Director to join the Trees Foundation team. We seek a reliable, motivated, and experienced individual with excellent communication and organizational skills. The position will remain open until filled, but applicants are encouraged to apply ASAP. The first review will happen on Jan. 9, 2023. We offer an hourly wage of \$25 with a maximum of 20 hours per week. While some of the work can be done remotely, the Organizational Development Director is required to work a minimum of one day per week in our office located in Garberville, CA.

To Apply: Please submit a cover letter, resume with references, and a writing sample to Trees@treesfoundation.org

Job Duties May Include:

- Partner Group Outreach and Development:
- Contact person for application requests for potential Fiscally Sponsored Projects and new Partner Groups
- Coordinates Partner Group and Fiscal Sponsorship application process and directs requests to Staff and then Board for approval
- Convenes new Partner Group orientations and existing Partner Group check-ins, as needed.
- Maintains Partners email list and shares relevant information list, including campaigns, workshops, meetings, and job openings.
- Facilitates online and in-person meetings for Partner Groups to support project development and access to funding.
- Reports to Board regarding Partner Groups and Fiscally Sponsored Projects
- Works with Staff and Board to develop new services as needed
- Contact person for general public inquiries regarding Trees Foundation, Partner Groups, and Fiscally Sponsored Projects

Communications/Marketing

- Works with Design Director to create and edit *Forest & River News*
- Solicits articles from our Partner Groups and develops theme for *Forest & River News*
- Writes Editor's Note for *Forest & River News*
- Maintains MailChimp email list, works to grow list, and formats and sends email version of *Forest & River News*
- Contact person for website developer
- Helps to maintain Website and develops/updates websites procedures document, adds or revises Partner Group listings, reviews current website to ensure up-to-date.
- Social Media management, Facebook and Instagram
- Administers the Tree Lounge, an online community-building project, interviewing Partners and Trees community members on a Facebook private group site and on YouTube.
- Host the Environment Show 4x a year on KMUD's 5th Tuesday on behalf of Trees, interviewing Partners

Grantor and Donor Development

- Reviews past and present funder information and works to establish and maintain ongoing relationships with Trees Foundation supporters
- Oversees grant fulfillment and writes grant reports to funders
- Seeks and develops new relationships with potential funders

- Drafts letters of inquiry and grant proposals
- Conducts appropriate acknowledgements of grants
- Reports to Staff and Board regarding grant writing and fundraising efforts
- Contact person for Donor Advised Program
- Maintains relationships with current Donor-Advised Funders, and seeks and develops relationships with new donors for Donor Advised Fund, when applicable
- Conducts appropriate acknowledgements of large donations
- Maintains and updates donor information files
- Maintains and strengthens the donor management database (Little Green Light)
- Works to document and improve systems and policies of donor management
- Writes Annual Appeal with Staff input, coordinates with Staff to ensure appeal letter printed, stuffed, mailed out.

Other Duties, As Needed

- Communicates with Staff members regarding organizational needs
- Helps to schedule and manage agenda, and attends monthly staff meetings at the office in Garberville, writes and sends out minutes for the meeting.
- Helps to prepare Board Agenda and Board Packet, attends Board Meetings, and reports to Board regarding Organizational Development
- Works with Financial Director & Staff to develop budgets and to determine organizational financial goals & fundraising needs

Minimum Qualifications

- BA or BS, or work related experience
- Demonstrated ability to raising funds from a variety of sources, including foundations and individual donors
- Demonstrated expertise in, strategic planning or the equivalent, fiscal management, planning and accountability, program development, design and implementation, and information systems and implementations
- Computer skills preferred: Microsoft Office Suites, Wordpress, Mailchimp, donor database management (Little Green Light); Adobe Suites a plus
- Experience working with government agencies, a plus
- Experience living and working with rural communities in an inclusive manner
- Self directed with strong ability to communicate and work effectively as a team

Equal Opportunity Employment

Trees Foundation is an Equal Opportunity Employer and we are committed to building a culturally inclusive team. Diverse candidates are encouraged to apply. We will not discriminate against a contractor or applicant because of race, physical or mental disability, color, creed, religion, sex, age, national origin, sexual orientation, ancestry, citizenship, veteran status, or non-job-related factors. Opportunity is provided to all based on qualifications and job requirements.