

NATIONAL STEINBECK CENTER

POSITION: Director of Development
REPORTS TO: Chief Executive Officer
OVERTIME STATUS: Exempt

DATE: February, 2008
DEPARTMENT: Development

WORK SCHEDULE: Monday through Friday. Some weekends, evenings, and during special events.

I. Basic Function

Responsible for unearned/contributed income for National Steinbeck Center.

II. Organizational Relationships

A. Line

1. Responsible to the Chief Executive Officer for the successful performance of assigned responsibilities.
2. Serve on the National Steinbeck Center Management Team.
3. Serve as staff liaison to National Steinbeck Center Board of Trustees Executive Development Committee and other related committees
4. Responsible for the direct supervision of the following: Development Manager-Membership and Special Events, Development Associate-Grants and Sponsorships, Development Intern(s) and others related to duties
5. Work with Director of Marketing and marketing staff to maintain consistency in image of organization.

III. Specific Duties and Responsibilities

A. Ongoing

1. Establish and manage development plan, staff and budgets.
2. Provide institutional vision and leadership and create and implement annual plan for all fundraising efforts of National Steinbeck Center
3. Work with appropriate staff, trustees, board members and volunteers, to execute and/or supervise all fundraising activities, including, but not limited to:
 - a. Annual giving program
 - b. Membership program
 - c. Major gifts program
 - d. Planned giving program
 - e. Government, foundation, and corporate grant writing
 - f. Capital campaign and related activities
 - g. Endowment program
 - h. Donor recognition and other special events and projects
 - i. Sponsorship program – development and fulfillment
 - j. Fundraising events, including but not limited to The Main Event, Jazz with Steinbeck, Valley of the World Awards and Author's Table.
4. Cultivate and solicit potential and current donors via personal contact, board involvement, media contact and other appropriate fund raising tactics.
5. Create, review, and conduct performance appraisals of department staff and take appropriate disciplinary action when deemed necessary.
6. Consult frequently with the Chief Executive Officer and Management Team in order to provide a unified development office.

B. Other

1. Perform any special projects as directed by the Chief Executive Officer, advisory board chairs, or Board of Trustees.
2. Be familiar with all National Steinbeck Center programs.
3. Represent National Steinbeck Center and its program areas in professional and community activities as deemed appropriate.
4. Develop and maintain relationships with key personnel from local, regional and national, funding sources, foundations and corporations.
5. Develop and maintain relationships with local, regional and national fundraising organizations.

IV. *Qualifications*

1. Bachelor's degree in business and five years experience in fundraising for non-profit organizations or equivalent.
2. Excellent written and oral communication and interpersonal skills, including ability to craft message and approach to different audiences.
3. Ability to work independently but within the scope of the organization's mission.
4. Strong leadership skills, including ability to motivate, coordinate and work with people at all levels of the organization.
5. Basic accounting proficiency, including preparing budgets, financial summaries, and reports.
6. Significant contacts in the business, entertainment, and donor community.
7. An interest in John Steinbeck, his works and/or other literature preferred.

V. *Other Requirements*

1. Fluency in English. Fluency in Spanish a plus but not required.
2. Ability to handle multiple tasks and projects at one time;
3. Good time management skills;
4. Excellent team player with the ability to work with staff of all levels.
5. Proficient in the use of PC programs, including Microsoft Word, Excel, PowerPoint and Outlook; internet, and experience with Raiser's Edge preferred.
6. Must be able to operate general office equipment, i.e. faxing, postage meter, copy machine, etc.
7. Must possess a valid California Driver's License and a vehicle.
8. Must be capable of lifting up to 20 pounds.
9. Must be capable of climbing up and down a ladder,
10. Must be able to hear and speak clearly.
11. Must be able to alternatively sit, stand, and walk at least 8 hours per day.
12. Must be available some nights and weekends for special events and programs.

The National Steinbeck Center is expanding its team. It seeks passionate, business-minded professionals to provide leadership and institutional success. Opportunities to join this dynamic group of dedicated staff include:

The National Steinbeck Center offers competitive wages and benefits in a fun environment. Please go to www.steinbeck.org for more information. Interested persons please send letter, resume, and salary history to:

National Steinbeck Center
Attn: Personnel Department
1 Main Street
Salinas CA 93901