



# North East Trees

Bringing Nature Back

**Job Title:** Development Manager

**Reports to:** Director of Development

**Supervises:** May supervise Interns and Fellows

**Status:** Full-time, Exempt

**Organizational Background:**

North East Trees is a community-based, non-profit organization that helps heal environmental injustice through urban forestry, nature-based design-build projects, habitat restoration, and workforce development. Our work in underinvested communities in Los Angeles County helps to build climate resiliency through stewardship, planting, design, and community engagement.

**Overview of Responsibilities:**

The Development Manager provides donor cultivation, grant writing, event and communication support, project management, and administrative assistance to the Director of Development. This position is responsible for assisting with planning, executing, and continually improving North East Trees Development and donor program.

**Responsibilities include:**

**Donors (50%)**

- Assist in leading donor prospecting to grow the donor list and enhance private fundraising.
- Work independently to develop a donor stewardship matrix.
- Take ownership of and manage the gift acknowledgments process.
- Coordinate accurate and timely record-keeping.
- Assist with coordination of park tours and special events, including stewardship events.
- Co-lead the utilization and management of North East Trees donor relationship management system.
- Assist with direct mail appeals, online campaigns, grant proposals, grant reports, and more.
- Fulfill donor and alumni benefits and reorder merchandise items as necessary.
- Undertake and manage special projects as assigned.

### **Grant Funding (30%)**

- Assist in identifying, evaluating, and pursuing grant funding opportunities across all private and public funding categories.
- Coordinate record keeping of all grants.
- Co-design and co-facilitate regular consultative grant strategy workshops with senior staff
- Communicate all essential grant information to other participating team members to ensure grant compliance.

### **Events (10%)**

- Support the selection, conceptualization, delivery, and evaluation of various North East Trees events.
- Represent the organization at development-related external events and identify and evaluate high-value external event opportunities for North East Trees.
- Ensure timely and thorough follow-up, record-keeping, and donor cultivation from all events.

### **Communications (5%)**

- Assist in coordinating, evaluating, and implementing North East Trees' external donor-facing communications, such as social media posts, e-newsletters, and donor solicitations.
- Ensure content creation and review of all donor communications.

### **Admin (5%)**

- Staff, schedule, coordinate, and attend meetings when required
- Assist the Director of Development to prepare regular board reports
- Maintain the Development handbook

### **Qualifications/Skills:**

- BA or BS in a related field
- Minimum of 5 years work experience in nonprofit fundraising and development
- Familiarity with Los Angeles environmental movement preferred
- Strong experience with successful event planning, production and management
- Strong interpersonal skills with the ability to work collaboratively

- Grant writing and editing skills
- Excellent organization skills and detail-oriented
- Strong computer skills with proficiency in the Google Office Suite as well as Microsoft Word, Excel and PowerPoint, Adobe Acrobat, and CRM fundraising systems
- A commitment to and ability to work in diverse communities
- Ability to work evening hours, occasional weekends
- A wide degree of creativity and latitude

**Benefits:**

- Health Insurance
- Dental Insurance
- Vacation
- 12 paid Holidays

**Salary Range:** \$68,000 - \$72,000 (based on experience)