



Development Associate - Job Description

Background

Founded in 1993, Santa Monica Baykeeper's (SMBK) mission is to protect and restore the Santa Monica Bay, San Pedro Bay and adjacent waters through enforcement, fieldwork and community action. We work to achieve this goal through litigation and regulatory programs that ensure water quality protections in waterways throughout L.A. County. SMBK is a proud member of the California Coastkeeper Alliance and is one of more than 190 members of the international Waterkeeper Alliance, led by Robert F. Kennedy, Jr. As part of the Alliance, SMBK has been successfully protecting the Santa Monica Bay, beaches and waterways for more than 16 years. SMBK works not only on pollution issues specific to the Los Angeles area, but also with our Waterkeeper partners on issues of state-wide or national significance, such as urban runoff, sewage spills, global warming, habitat restoration and marine life protection and conservation.

Position Description

This position will manage and execute the organization's membership and fundraising activities and will assist the Executive Director in creating and monitoring organizational and program budgets. Activities include but are not limited to:

- Cultivate current and new members and donors via correspondence, special events, meetings, direct mail.
- Work with program staff to write, track, properly report, and follow through on grant proposals and appeals to individuals, corporations, and foundations.
- Maintain a proactive role in the identification, cultivation, and solicitation of new individual, corporate and foundation contributions.
- Maintain and update database to track all contributions and process thank you letters to donors and members.
- Maintain and update Santa Monica Baykeeper's non-profit organizational profile for all external sources and websites such as Guidestar, and others.
- Provide administrative support for Executive Director as needed.
- Assist staff in general outreach and public relations.
- Assist the Executive Director in managing the organizational and program budgets in coordination with program staff.

Key Attributes and Skills Required

- A bachelors degree and at least three years experience in non-profit operations and/or membership management is required.
- Expertise with spreadsheets, database management, and DonorPerfect software
- Budget development experience.
- Creative, diplomatic, well-organized, attentive to detail, possessing strong interpersonal, networking, and communication (both oral and written) skills.
- Self-starter who takes initiative and is able to problem solve.
- Ability to work in a closely oriented team environment, with staff, volunteers, and board members.
- Knowledge of and relationships within marine and environmental philanthropy circles is preferred.
- Experience in donor acquisition and retention, mail appeals, major donor (\$1,000+) cultivation is a plus.
- Knowledge of and commitment to environmental protection and/or marine conservation and the mission of Santa Monica Baykeeper.
- The position requires some evening and weekend work.



The ideal candidate will have proven, non-profit experience and fundraising background, and will bring creative thinking and organizational skills to manage the organization's fundraising activities, and build a strong membership base. We are looking for candidates with the capacity to grow the organization while preserving Santa Monica Baykeeper's commitment to grass-roots advocacy and programs.

Compensation includes a salary commensurate with experience and in the range of non-profit pay scales, along with standard employee and health benefits. Interested applicants should send a resume, cover letter, 2 writing samples, and 3 references to (email preferred):

Liz Crosson, Executive Director
Santa Monica Baykeeper
120 Broadway, suite 105
Santa Monica, CA 90401
liz@smbaykeeper.org

Position open until filled.

Equal Employment Opportunity Employer

It is the policy of Santa Monica Baykeeper to administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, gender, color, creed, national origin, age, political affiliation, marital status, sexual orientation, physical, mental or sensory disability, or any other basis prohibited by law. Santa Monica Baykeeper strictly prohibits any sexual, racial or other forms of discrimination prohibited by law.