

Nature in the City

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Development Director and Fundraising Manager

May, 2010

About Nature in the City

Nature in the City is the first and only organization wholly dedicated to the ecological restoration and stewardship of San Francisco's biodiversity, wildlife habitats and natural areas through connecting urban people and nature where we live. We have a robust program of advocacy, public education, fostering natural areas stewardship throughout the city, including our own habitat restoration projects in the Twin Peaks Bioregion.

Job Description

The *Development Director/Fundraising Manager* is a brand new position made possible by the San Francisco JOBS NOW program (see below), and will have primary responsibility for the administrative function of Nature in the City, including fundraising, budget and professional services management, membership development, and planning the annual gala fundraiser. The successful candidate will work with the Founding Director, the Steering and Fundraising Committees and our grant writer to bring Nature in the City to a next level of organizational stability and effectiveness.

Minimum Qualifications

- Excellent oral, written and electronic communication, and exceptional people skills
- Significant experience managing people, directing projects and being a leader
- Significant experience raising money for non-profit or community-based organization
- Profound dedication to ecological restoration and stewardship of our local bioregion
- Local ecological knowledge preferred, but not absolutely necessary
- Bachelor's degree

Compensation & Timeline

This is a full-time position at around \$30 per hour. Currently, the JOBS NOW program is only funded for a few more months, but we hope for it to be extended. Meanwhile, success in the position could mean sufficient funds regardless of JOBS NOW.

How to Apply

This a special San Francisco County Stimulus Program job; Job Seekers must be eligible for ARRA Stimulus Funding to apply. To be eligible job seeker must:

- Be a San Francisco Resident
- Have a child under the age of 18
- Be unemployed or low income

If you meet these requirements please call 1(877) JOB1-NOW 1(877) 562-1669. If you have already been certified, contact your JOBS NOW! Case Manager for instructions on how to apply.