

Stewards of the Coast and Redwoods Fund Development Director Full-Time Exempt Position Overview

The Fund Development Director leads Stewards' fundraising program; grants, donor cultivation, sponsorships, and campaigns, to build sustainable revenue in support of the organization's mission. Working with the Executive Director, Board, and community partners, this role strengthens existing donor relationships while pursuing new funding opportunities.

Reports to: Executive Director

Supervises: Communications and Fundraising Coordinator, Retail Coordinator

Key Responsibilities

- **Strategy:** Set and track annual fundraising goals, benchmarks, and revenue targets; report to leadership; diversify revenue streams.
- **Grants:** Research and pursue grant opportunities; write and submit proposals; manage deadlines and reporting compliance.
- **Donor Relations:** Cultivate, solicit, and steward donors; manage major gift prospects; maintain donor database records.
- **Sponsorships:** Develop and manage sponsorship packages and business partnerships.
- **Campaigns:** Plan annual giving, membership, and year-end appeals; craft messaging with communications staff; evaluate results.
- **Board & Volunteers:** Support board fundraising efforts and train volunteers involved in donor outreach.
- **Community Relations:** Represent Stewards at events and build partnerships that raise awareness and support.

Qualifications

- Bachelor's degree in a related field (or equivalent experience)
- 3+ years in fundraising, development, or grant writing, with a proven track record in grants and donor cultivation
- Strong writing and communication skills; highly organized and deadline-driven
- Experience with donor databases, Microsoft Office, and online fundraising platforms
- Nonprofit sector experience (environmental, conservation, education, arts, or parks) preferred
- Familiarity with California grant/philanthropic networks and capital campaigns a plus

To Apply: Please send a cover letter and resume to Stewards of the Coast and Redwoods: stewards@stewardscr.org. No phone calls please. Stewards of the Coast and Redwoods is an equal opportunity employer. Fluent English speakers who are bi-or multilingual, including indigenous language speakers, are encouraged to apply.

Compensation & Benefits

\$70,304 to start annually; pay rate range up to \$95,000

Employee PTO, 403(b) plan and medical stipend

Equal opportunity, at-will employer

About Stewards of the Coast and Redwoods

Stewards of the Coast and Redwoods supports California State Parks through volunteerism, education, and stewardship; protecting Armstrong Redwoods, and Austin Creek, Sonoma Coast State Park. Equal opportunity employer committed to diversity, equity, inclusion, and belonging. [Visit Stewardscr.org](http://VisitStewardscr.org)