



Fund Development & Event Coordinator

Yolo Basin Foundation is looking for a creative and motivated Fund Development and Event Coordinator. This vital position raises funds to support the vibrant Yolo Basin Foundation's high quality environmental education programs for people of all ages.

The Fund Development and Event Coordinator is responsible for planning, organizing and implementing Yolo Basin Foundation's fundraising program that includes: annual events, donor campaigns, Friends of Yolo Basin donor program; event and program sponsorships and planned giving. The Fund Development Coordinator reports to and works closely with the Executive Director, other Foundation staff and members of the Board of Directors.

Yolo Basin Foundation (YBF), located in Davis, CA, is a leading community-based organization focused on environmental education and increasing awareness and stewardship of the wetlands in the Yolo Bypass Wildlife Area. Founded in 1990, its efforts resulted in the 1997 establishment of the Yolo Bypass Wildlife Area which now covers 16,800 acres of wetland, grassland and farmland habitats. The Wildlife Area is managed by the California Department of Fish and Wildlife.

The Foundation has a small staff, committed Board of Directors, a large cadre of volunteers, and hundreds of members and donors who actively support the Foundation. Many of the Foundation's fundraising and public events are well-known in the community including its annual fundraiser, Bucks for Ducks, annual California Duck Days festival, Bat Talk and Walk programs, and tours of the Yolo Bypass Wildlife Area. Each year the Foundation introduces thousands of students to the wildlife and wetlands of the Yolo Bypass through hands-on environmental education experiences, field trips and in-school presentations.

Duties and Responsibilities

Fundraising and Donor Events

- Coordinate Bucks for Ducks, the Foundation's signature annual fundraising event
- Implement Yolo Basin Foundation's participation in the Big Day of Giving
- Lead development of sponsors for California Duck Days
- Organize YBF's Explorer Series – a series of outdoor field trips hosted by local experts
- Organize other fundraising and donor events

Fund and Donor Development

- Develop and organize fundraising appeals including mid-year updates and end of year campaign
- Build donor relationships and manage Friends of Yolo Basin outreach and recognition activities and events. Cultivate a program of donor stewardship that is personal, consistent and creative
- Solicit and maintain corporate sponsorships of Foundation events and programs
- Expand the Foundation's planned giving program

- Record and utilize donor information, grants and fundraising activity in YBF's database
- Work with the Board of Directors to identify and cultivate corporate sponsors and major donors
- Analyze YBF data to determine trends, make projections and adjust strategies
- Prepare reports for donors, grantors and Board of Directors
- Participate in fund development committee meetings, preparing materials as necessary
- Prepare promotional material and social media posts

Support Activities

- Provide updates supporter pages on website and contribute content to YBF's newsletter .
- Create and maintain files of organizational accomplishments, photos and quotes that can be used for fundraising events, mailings, website and other documents
- Attend staff meetings, participate in Yolo Basin events, write E-news articles and provide other staff as needed

Qualifications

- Three years of nonprofit fundraising or outreach experience including events and donor management
- Commitment to grassroots environmental education and engagement
- Strong interpersonal and writing skills
- Excellent organizational skills with attention to detail
- Self-starter, goal driven and able to follow through on tasks
- Able to work effectively and collaboratively with donors, volunteers and staff
- Positive attitude and demonstrate self-confidence, common sense
- Proficient in the use of MS Office (Word, Excel, PowerPoint), Google Docs, Canva, enews software and social media. Comfortable with a range of fundraising platforms such as Giving Edge and Greater Giving
- Experience with nonprofit donor and event management databases such as Neon preferred
- Graphic ability and aptitude a plus
- Bachelor's Degree

Salary & Benefits

This is a full-time position at \$45-48,000/year with health, dental and vision insurance. Flexible schedule and informal work environment. Candidates interested in part-time position will be considered.

How to Apply

Send resume and cover letter to: resumes@yolobasin.org by May 23, 2022
 Questions about the position can be directed to resumes@yolobasin.org

For more information about the Yolo Basin Foundation - visit our website: yolobasin.org