

Application Deadline: Open Until Filled**Job Title: Associate Freshwater Fund Director****Location:** San Francisco, CA**Position Type:** Full-time, exempt**Expected Start Date:** June 2019**Department(s):** Freshwater Fund**Overview**

The Freshwater Trust (TFT) seeks an experienced and independent fundraiser/fund developer to expand our Freshwater Fund team. This Associate Freshwater Fund Director will work from a home office in the Bay Area, building and managing a portfolio of key relationships and donors in the region. The Associate Freshwater Fund Director reports to the Freshwater Fund Director in Portland, Oregon and will work closely with the Associate Freshwater Fund Director (Portland), TFT's California Director (Sacramento), and TFT's President (Portland).

The Associate Freshwater Fund Director will be responsible for identifying, qualifying, cultivating, soliciting and stewarding major gifts and fund investments in California. They will develop long-term philanthropic relationships with individual major donors, foundations and family offices with a capacity to support TFT with transformative gifts, grants and investments. A successful candidate will have a strong understanding of the role philanthropy and/or impact investment can play in fulfilling an individual's or entity's distinct objectives in alignment with the goals of TFT. They should be creative and persuasive in presenting opportunities and organizational needs to donors, foundations and investors, and capable of developing revenue strategies that are aligned with TFT's current programs and vision for the future.

TFT is a nonprofit leader in Western river restoration and applied conservation, and is headquartered in Portland, OR with satellite offices in Boise, ID, Ashland, OR, and Sacramento, CA. This full time, permanent position will work as part of the Freshwater Fund team.

Position Responsibilities

- Build, manage and solicit a portfolio of major gift (\$10,000+) prospects, foundations and family offices in the Bay Area
- Engage in a high level of direct prospect contact via in person meetings, telephone, and email communications
- Work collaboratively with, and in support of, TFT staff, volunteers and Board members to cultivate and solicit prospective donors, funders and investors
- Strategically engage TFT staff to understand, articulate, and share with donors/funders/investors the impact of their contributions
- Track, update, and report on your activities in Salesforce (visit notes, update prospect info, proposals etc.)
- Administrative responsibilities include travel planning, visits and follow up, drafting proposals, and planning and overseeing cultivation and stewardship gatherings
- Travel is required for this position, and at times travel may be expected on short notice. Travel and other work related assignments may include nights and weekends.
- Manage and track budgets
- Develop and implement both established and innovative funding strategies for wide variety of critical river restoration and improved water management programs in California and beyond

Minimum Skills and Qualifications

- 10+ years professional experience including a minimum 3 to 5 years of experience either frontline fundraising (managing a portfolio of donors, developing/stewarding long-term donor relationships, and soliciting major gifts/investments) or other types of aligned expertise, including but not limited to past work in conservation finance, work with foundations, fund development, and deal structuring.
- Highly motivated and disciplined self-starter who thrives in independent working environment and structure
- Strategic thinker, solid planner, creative problem-solver, and strong communicator
- Committed to building and sustaining donor-centric relationships
- Knowledge of or background in environmental restoration, conservation, water management, markets or finance preferred but not required

Other Position Requirements

Candidates should possess:

- Ability to maintain strict confidentiality and adhere to high ethical and professional standards
- Confidence, positivity, and intellectual curiosity
- A valid driver's license
- Legal authority to work permanently in the US

Position requires travel, occasional work on nights and weekends, frequent computer and phone usage, and occasional long periods of standing.

Compensation

- Competitive salary based on experience
- Generous benefits package, including full health and dental coverage, five weeks paid time off, and retirement contributions.

Application Instructions

Please provide a cover letter and resume (including references) at:

<https://app.smartsheet.com/b/form/a47e838a876349899e0f98e9100f72d1>

The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.