

PROJECT COYOTE

F O S T E R I N G C O E X I S T E N C E



JOB OPENING

Position: Operations & Development Manager

Reports to: Executive Director, Project Coyote

Job description: The Operations & Development Manager will oversee internal operations and will work closely with the Executive Director (ED) to support and coordinate all levels of organizational development and growth from fundraising, donor development and grant writing to capacity building and operations streamlining. This is an exciting opportunity to join an organization that is at a critical juncture in its growth and help develop the organizational framework to ensure Project Coyote's success.

About Project Coyote*: Project Coyote's mission is to promote coexistence between people and wildlife through education, science, and advocacy. (*Project Coyote is a fiscally sponsored project of Earth Island Institute a 501(c)3 non-profit, public interest, membership organization that supports people who are creating solutions to protect our shared planet.)

Responsibilities and Duties

- Oversee and manage internal operations of organization with assistance of Outreach Coordinator.
- Assist in management of Project Coyote reps./volunteers.
- Oversee organization's shift to new donor database and build and maintain a robust donor base: Develop and maintain key long-term relationships with donors and prospects.
- Design development strategy for Project Coyote: work with ED to identify funds needed, desirable funding targets, and strategy/approaches.
- Fundraising: oversee and execute development plan including donor appeals, donor prospecting, major gifts campaigns, crowd-source funding opportunities and foundation research and grant writing.
- Assist with other aspects of growing organization including communications to donors/public and coordination and implementation of campaigns and programs.
- Provide back up and support to ED as needed & perform all other duties assigned.

Skills & Qualifications

- Proven success in nonprofit development and fundraising.
- Desire to be part of an evolving and growing organization.
- Always-On Networker: Takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
- Excellent writing and oral communication skills.
- Ability to serve as both a team player and a leader.
- Experience and excellent skills in managing staff/volunteers.
- Skilled at managing multiple projects, meeting deadlines and prioritizing.
- Excellent attention to detail.
- Independent thinker, able to meet deadlines and get results.
- Skilled in both listening closely and creating powerful, compelling written and oral communications for fundraising.
- Ability to convey complex ideas through brief, simple materials: convinces others using both data and emotions and creates win-win donor opportunities.
- Experienced and credible spokesperson when presenting to diverse external audiences.
- Strong and proven ability to communicate effectively and tactfully online.
- Relationship builder - commitment to work collaboratively with all constituent groups.
- Self-starter; can work independently; enjoys creating and implementing new initiatives.
- Experience in navigating different social media platforms.
- Proficient computer skills – able to work with Microsoft Office programs, Excel, social networking sites, etc.
- Strong belief in the mission and values of Project Coyote and opportunistically lives and breathes the mission 24/7/365.

Location: Mill Valley, CA Project Coyote office.

Compensation: DOE.

Start date: Open until filled.

To apply: Send letter of interest, CV/resume (and any writing samples that demonstrate writing skills) via email or mail to:

Project Coyote

SEARCH COMMITTEE

P.O. Box 5007

Larkspur, CA 94977

info@projectcoyote.org