

Solana Center for Environmental Innovation

Donor Relations and Fundraising Specialist

Become a part of our Development Team!

Do you want to make a difference, steward donors, build relationships, and help Solana Center expand mission-driven programming? If you answered yes, please consider applying for our Donor Relations and Fundraising Specialist position.

Our Organization: Solana Center for Environmental Innovation is an award-winning environmental 501(c)(3) non-profit founded in 1983. Located in Encinitas, we serve all of San Diego County. Our classes, workshops, and events focus on soil, water, and waste, promoting upstream and preventative behaviors that are widely accessible. We make green living practical for individuals, businesses, schools, and local governments. Our organization believes in circular systems that support our vision: A world with landfills and oceans free of discarded resources. Small actions every day, make a big impact. We are in the business of meeting each person wherever they are on their environmental journey.

The Opportunity: This is an excellent opportunity to be part of taking our organization to the next level as we scale programming and impact while expanding our reach in San Diego County and beyond. This position will report to the Marketing and Development Manager while working closely with the Executive Team and Board of Directors. We are looking for an experienced fundraising professional with an interest and passion for climate solutions.

Duties and Responsibilities:

Solana Center seeks a results-oriented and creative problem-solver. The Donor Relations and Fundraising Specialist will grow Solana Center's fundraising strategy, contributing to our financial stability, and increasing our brand exposure among donors, funders, and grantors who seek impact outcomes.



Key Responsibilities

- Maintain current donor relationships while simultaneously building new ones.
- Strategically identifying new funding opportunities including major donors, corporate sponsorships, community partnerships, and foundational support.
- Attend networking and community outreach events.
- Manage contribution records – corporate, individual, and grants
- Create and manage fundraising campaigns and events

Required Qualifications

- Exceptional written and oral communication skills.
- Efficient time management.
- Excellent organization skills and attention to detail.
- Proven success in soliciting donors and increasing development income.
- Ability to build authentic relationships with local philanthropists.
- Familiarity with basic financial accounting.
- Comfortable working both independently and in a collaborative environment.
- Comfort working in person, remote, and hybrid.
- Must possess a current driver's license and have reliable transportation.
- Requisite technical skills: MS Office, Google Suite, CRM database systems, fundraising platforms, and comfort in using social networks.
- Ability to collaborate and willingness to learn new skills.

Preferred Qualifications

- Passion for the environment and climate solutions.
- At least two years of fundraising experience and donor management, preferably in the Southern California environmental nonprofit sector.
- Experience using Neon One and Salesforce.
- An educational background in non-profit management and/or psychology.
- Grant writing experience.

If you're excited about this position but feel you don't meet 100% of the required or preferred qualifications, we encourage you to apply — we are looking for exceptional candidates who are passionate about our mission, dedicated to outstanding work, and committed to furthering the impact of the organization.



Benefits:

This position is flexible (hybrid), with benefits, and is full-time (30-40 hours/week). This is a non-exempt position and is paid hourly starting at \$27.00/hour, according to the laws of the State of California. This position includes health insurance, paid vacation, paid holidays, and sick time after a 90-day intro period. Mileage will be reimbursed at the current federal rate for work-related travel.

Paid holidays include:

- New Year's Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

DEI:

Solana Center for Environmental Innovation is an Equal Opportunity employer. We are a 20-person organization – woman-led with staff that self-identify as disabled, BIPOC, LGBTQ, and bilingual. These various perspectives inform everything we do. Our diversity is responsible for much of our innovation-driven programming. We are committed to continual growth in our understanding and application of diversity, equity, and inclusion in our workplace and community programming.

Please send a cover letter and resume to development@solanacenter.org. Writing samples and references may be requested.

To be considered, apply by October 15th, 2024

