



For 92 years, **THE CEDARS OF MARIN** has inspired adults with developmental disabilities by cultivating their interests, skills and independence. Located in Marin County, California, Cedars supports individuals through award winning, innovative day programs that involve them in community service projects, work experiences, textile arts, gardening, creative arts and functional academics. Cedars residential programs serve 100 residents in 10 Group Homes and 3 newly constructed Residential Halls located on a central campus in Ross. These homes provide a setting where staff, volunteers, families and members of the community provide friendship, social activities and a warm home environment. Cedars recently completed a \$14 million capital campaign and raises approximately \$750,000 annually to balance its operating budget.

## The Opportunity: Director of Organizational Advancement and Development

As a part of the Cedars team, the Director in this new position will manage development, fundraising, and marketing for the organization. Working very closely with the Executive Director, members of the Board of Directors, and other Cedars staff, the primary responsibilities of this position include a) work with current donors to raise approximately \$750,000 annually; b) substantially grow the Legacy Fund (endowment); c) initiate and manage a program to identify and migrate community members new to Cedars to become supporters, volunteers and donors; d) lead and manage an annual fund raising event; d) oversee Cedars general marketing efforts, primarily to recruit new residential and day program clients.

Cedars has great experience in all of the above along with a natural constituency (our clients and their families) who make the job enjoyable and the goals very attainable—it is a place that largely sells itself!

## Areas of Responsibility:

1. **Donor Cultivation, Stewardship and Solicitation:**  
Expand current donor base and grow annual fund giving. Cedars has an active donor base of approximately 600 individuals, some of whom (usually current or former family members) make 5-6 figure gifts. The Director needs to manage our annual campaign and expand the circle of donors. The expansion strategy that will likely prove most successful is to utilize Cedars natural assets and programs (our 23 bee hives, a large successful organic garden, a dozen alpaca, strong textile arts and fine arts programs with a retail gallery in San Anselmo - the Artist Within, clients volunteering in the community and community members volunteering at Cedars) in drawing community members in to our donor base. Each of these assets represents potential entry points to involve local individuals, which for them almost always becomes an extremely rewarding and sometimes life-changing experience. Other potential expansion lies in forging partnerships with local businesses to create new social enterprises that leverage Cedars existing "products," amplifying our community value and extending our branding.
2. **Legacy Fund Advancement:**  
Cedars began 2011 with 9 members of its Legacy Fund (individuals who expressed their intention to include Cedars in their estate or financial plans i.e. an endowment). By the end of the year the Fund has grown to 31 members with many more considering joining and even more to reach out to. We plan to grow the Legacy Fund substantially over the next 3-5 years with a goal of approximately 100 individuals committed in that time. The Director will manage this program while working closely with others.
3. **Fundraising Events:**  
Currently Cedars holds an annual fund raising event, La Vendemmia, in November at which approximately 250 individuals attend. This event nets approximately \$100,000. We would like to either grow this event or replace it with something new. The Director will play the primary role in managing the event.

4. Communication:  
The director will manage Cedars database and mailing lists. The Director will be the primary point person for Cedars marketing, external communications and donor relations.
5. Program Fulfillment and Marketing:  
It is critical that all 100 beds and 160 spaces in our day program to be filled. The Director will work with other staff to create and implement an outreach plan to ensure this happens.

**Qualifications:**

1. Very strong organizing skills— manage multiple people, projects and deadlines.
2. Very strong communications skills verbally and in writing.
3. Warmth of character, empathy, and the ability to make healthy, lasting relationships with our family members and clients.
4. College degree, B.A. or B.S.
5. Demonstrated networking skills through social media and local communities.
6. Ability to attract and involve individuals in all aspects of Cedars life—development and volunteerism.
7. Ability to work well as a part of a group or as part of a team of leaders.
8. Ability to travel locally to network with other organizations/businesses.
9. Ability to be flexible and manage multiple priorities with competing deadlines.
10. Special event management.
11. Willingness to pitch in when/where needed.
12. Upbeat, positive attitude and good sense of humor.
13. Excellent database, list management and computer skills. Experience with Neon a plus.
14. Must be able to pass all required pre-hire screening checks, including fingerprinting and TB.
15. Knowledge of and passion for serving developmentally disabled adults is very helpful.

Compensation package is competitive and DOE. Benefits include: Health, dental, vision, FSA, 403B.

Candidates should submit a cover letter and resume to:

Director OAD Search

Cedars of Marin

P.O. Box 947

Ross, CA 94957

Or

Email: [directorsearch947@gmail.com](mailto:directorsearch947@gmail.com)



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