



# Job Announcement

## Director of Development & Communications

### The Organization

Founded in 1990, Laguna Canyon Foundation is a nonprofit organization committed to the preservation, protection, and stewardship of the South Coast Wilderness—a 22,000-acre network of open space surrounding Laguna Beach in Orange County, California. This land lies within the traditional territories of the Tongva and Acjachemen peoples.

Our work includes acquiring and preserving open space, restoring native habitats, maintaining and enhancing trails, and conducting vital land management across the wilderness. We offer immersive environmental education programs for students and the community, cultivating a deeper connection to the land. Through volunteer opportunities, hands-on restoration efforts, and strategic partnerships, we inspire a strong culture of environmental stewardship grounded in care for the unique coastal sage scrub ecosystem.

### The Opportunity

Laguna Canyon Foundation is seeking an experienced and visionary Director of Development & Communications to lead the organization into a new era of growth, visibility, and engagement. This is a unique opportunity for a dynamic leader to shape and strengthen our fundraising and communications strategies while building the infrastructure needed to support long-term success.

Reporting directly to the Executive Director and working closely with the full Laguna Canyon Foundation team, the Director will play a central role in advancing our mission by elevating our storytelling, deepening donor relationships, and expanding our impact.

The ideal candidate will be a compelling communicator with a strong grasp of what drives philanthropy and engagement. They will be skilled in distilling complex, technical information into clear, inspiring narratives that connect with diverse audiences. They'll have a proven track record in securing major gifts through strategic prospecting, relationship-building, proposal development, and personal solicitation.

Equally important, the Director will be a collaborative and empowering leader who brings out the best in their team, fostering a culture of trust, creativity, and shared purpose.

If you're ready to take on a leadership role with a mission-driven team committed to protecting the South Coast Wilderness, we encourage you to apply for the position of Director of Development & Communications.



## Position Overview

The Director of Development & Communications is responsible for planning, organizing, and implementing all aspects of LCF's fundraising, communications, and marketing program to achieve the organization's annual and long-term financial and relationship goals. They develop, oversee, and implement LCF's major gift program, foundation support, planned giving, special events, capital campaigns, marketing and communications. The Director works with the Executive Director to identify and cultivate donors and funding sources to achieve our roughly \$2 million annual operating budget and works closely with the Program Directors, the Board of Directors, and the Development Committee to grow LCF's funding base. They work closely with the finance staff on budgeting, grant management and reporting processes. This position reports to the Executive Director and is a valued member of LCF's senior leadership team.

## Desired Experience & Skills

- Informed passion and sense of urgency for the mission of Laguna Canyon Foundation.
- 5+ years of progressive experience in and responsibility for nonprofit fund development and communications.
- Demonstrated track record cultivating and stewarding major gifts from individuals and institutions.
- Superior executive functioning skills and sound judgement with a growth mindset.
- Strategic thinker with the ability to develop and implement vision, strategy, and timelines to reach the end goal of multiple projects.
- Prior experience writing communication materials such as newsletters and annual reports and using electronic communications, including social media, preferred.
- Excellent written and verbal communication skills.
- Proficiency in the use of Salesforce, Smartsheet, Microsoft Office online and desktop applications.
- Talented candidates that do not meet all requirements are encouraged to apply.





## Duties & Responsibilities

### *Donor Cultivation and Stewardship*

- Acknowledgement and stewardship of existing major donors.
- Manages the Salesforce database, including the creation of a moves management plan.
- Maintains a planned giving program.
- Maintains and cultivates a portfolio of prospects to bring new donors to the organization.
- Creates and executes a strategy for a sustained base of annual individual donors.
- Works with partners with similar or compatible missions in local government, corporate, and surrounding communities to achieve mutual objectives.
- Maintains and grows new relationships with targeted, high-level external audiences, donors, foundations, and strategic partners.

### *Fundraising and Community Events*

- Manages annual events, including Trails fundraiser and other fundraising events.
- Secures financial support from individuals, foundations, and corporations.
- Participates in donor and volunteer appreciation events.
- Creates new fundraising initiatives.

### *Grant and Foundation Management*

- Plans annual grant asks.
- Supervises all grant activity, develops proposals, and submits applications and reports.
- Researches new grant prospects.
- Communicates and meets with funders.

### *Marketing and Communications*

- Creates, manages, and tracks multiple annual campaigns, including direct mail, online fundraising, and crowdfunding.
- Responsible for community engagement and fundraising through an active presence in the Laguna Beach community and beyond.
- Works with Outreach Program to implement speaker pool to meet outside requests.
- Manages website and social media content and messaging in partnership with LCF staff.
- Publishes quarterly donor newsletters.
- Optimizing a variety of media strategies, engages new and existing donors and raises awareness of the Foundation's mission and contributions.

### *General*

- Collaborates with staff and Board, as needed.
- Develops and executes an annual revenue plan.
- Develops and executes an annual marketing and communications plan.
- Works with Board Development & Marketing Committee Chair to include Board in fundraising activities.

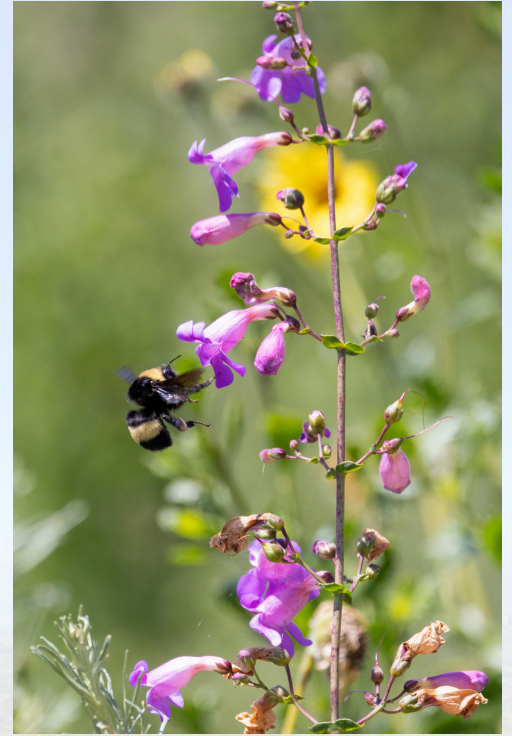




## Compensation & Benefits

Compensation is commensurate within the nonprofit field and is based upon experience. Annual compensation range is \$90,000 - \$125,000. Benefits include employee health insurance contributions (medical, dental, and vision), starting at 2 weeks vacation with generous paid holidays and sick time, a supportive team structure, and a flexible hybrid work schedule based on task requirements or personal work preferences. Working from the office is encouraged for tasks requiring a high degree of collaboration and internal meetings are intentionally scheduled on these days to support collaboration.

Successful candidates also have the opportunity to join an employer-sponsored retirement plan. This position is a full-time, exempt (salaried) position. This position is based in Laguna Beach, California and requires occasional evening and weekend obligations.



## How To Apply

Please submit a resume and a compelling cover letter to [scott@lagunacanyon.org](mailto:scott@lagunacanyon.org) with the subject: Development & Communications Director. The position will remain open until filled. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an initial phone interview.

Laguna Canyon Foundation is an equal opportunity employer and is committed to complying with all applicable laws providing equal opportunity employment opportunities.

**For more information about Laguna Canyon Foundation, please visit [lagunacanyon.org](http://lagunacanyon.org).**

