Rocky Point Bird Observatory Society

Development Director

Rocky Point Bird Observatory is a non-profit (charitable) organization, the purpose of which is to contribute to conservation of migratory birds in western North America through monitoring, research and public education. Rocky Point Bird Observatory (RPBO) is a member of the Canadian Migration Monitoring Network (CMMN). Members of the CMMN track the migration of Canada's birds in the spring and fall each year, adding to our knowledge of population trends, demographics, phenology, and other essential information about the species that pass through each location. This information is used by governments, environmental organizations, scientists and others to direct our collective actions and improve our ability to conserve Canada's birds.

Rocky Point Bird Observatory is looking for a Development Director (Fundraiser) to assist us in writing grant applications and developing a comprehensive fundraising strategy to support the society’s programs, starting on 1 July for a six (6) month period to 31 December 2018. Subject to satisfactory performance and the availability of funding, the position is renewable on 1 January 2019 for 12 months. This will be a home-based position, although field visits and meetings may also be anticipated.

The Director will not be required to raise a certain amount of money by a certain date. Rather, the Director will set personal funding goals and provide a detailed report each month outlining what has been accomplished. The Development Director will report to the RPBO Board of Directors. Day to day communications will be primarily through the President and/or other members of the executive (Vice President, Secretary, and Treasurer). Deliverables will vary depending on specific tasks, but may include written reports, forms, correspondence, spreadsheets, presentations and other similar documents.

The Development Director will be paid at the rate of $20 per hour of satisfactorily performed work, to a maximum of $3500 (175 hours) for the term of the contract unless otherwise authorized by the RPBO President. The position will be funded primarily by grants and other sources secured by the Development Director. Payments will be made for work completed to date on the last day of each month.

Assets and skills

Essential
• Successful grant writing and management as well as revenue generation experience
• Good communication skills
• Strong computer skills
• Diplomacy and leadership in interactions with government, volunteers, staff and the general public
• Proven organizational management experience, especially in a non-profit/charitable volunteer-based setting

Desirable
• Financial knowledge (including budget development, administration and reporting)
• Knowledge of and commitment to bird conservation and monitoring
Application deadline:
Please send resumes to jobs@rpbo.org by 30 June 2018. We encourage applicants to submit as soon as possible as we reserve the right to offer this position to a well-qualified applicant before the deadline date.