



Position Announcement  
FIELD OPERATIONS REPRESENTATIVE/BUSINESS DEVELOPMENT  
CALIFORNIA WATERFOWL  
Roseville, CA

Come join a robust non-profit organization that has accomplished nothing less than the extraordinary for waterfowl and wetlands in California, fueled by the passion of its dedicated staff, volunteers and members. We're looking for someone with the skills and experience to harness that passion to propel the organization to greater levels of achievement. Given California's climate – both political and meteorological – the ducks are counting on us more than ever.

**BACKGROUND**

The California Waterfowl Association is an award-winning 501(C)(3) conservation organization with a mission to conserve the state's waterfowl, wetlands, and hunting heritage. We have over 18,000 members and 1,000 dedicated volunteers. Our accomplishments over the past couple decades include:

- Completing nearly 1,400 projects to protect, restore, and enhance almost 490,000 acres, providing habitat for millions of wetland birds and other animals.
- Hatching more than 937,000 ducklings through our volunteer-driven California Wood Duck Program.
- Banding over 275,000 waterfowl for research that helps ensure sound management of waterfowl resources.
- Teaching almost 350,000 children, young adults, and families about waterfowl biology, wetlands ecology, and the role hunting plays in conservation.
- Successfully advocating for science-based waterfowl hunting seasons and bag limits, expanded youth hunting opportunities, funding for water for managed wetlands, and preservation of hunting and gun rights for responsible sportsmen and women.

Further details can be found at [www.calwaterfowl.org](http://www.calwaterfowl.org)

**POSITION DESCRIPTION:**

CWA is seeking an experienced, innovative, outgoing Field Operations Representative responsible for coordinating all aspects of grassroots fundraising activities including establishing and maintaining volunteer and donor relationships, planning and executing 20+/- fundraising events focused on Central/Southern California. The Field Operations Representative will be charged with planning, developing, implementing

and maintaining a grassroots fundraising program designed to support our mission to conserve California's waterfowl, wetlands and hunting heritage. In addition, the FOR will also assist in the identification, cultivation, solicitation and stewardship of new and existing donors and volunteers.

Moderate to extensive travel, mostly within California, is required.

#### Primary Responsibilities:

- Facilitate, plan and manage up to 20 events per year which would include Grassroots Fundraising Banquets, Friendraisers and duck club presentations.
- Act as a liaison between local committees and CWA headquarters
- Provide leadership, recruitment, motivation and training of volunteers. Train and recruit volunteers for leadership roles in membership outreach, to enhance volunteer awareness of core Association programs as well as volunteer duties and responsibilities.
- Manage volunteer efforts in support of California Waterfowl fundraising events
- Foster growth with emphasis on new chapter development; internal growth within existing committees; identification and development of non-traditional fundraising opportunities and major donor identification and management
- Coordinate and collaborate with fundraising team and volunteers
- Assist in searching out and securing donations of all types from business and private entities
- Ability to create and grow an annual budget
- Ability to travel 20,000-30,000 miles per year to cover assigned events with a company provided vehicle. Overnight and weekend travel are required from time to time.

#### Qualifications

The Field Operations Representative must be highly collaborative with a demonstrated ability to improve funding efficiencies and revenues. Proven leadership skills - both programs and people; excellent interpersonal skills; outstanding oral and written communication skills; and a willingness to travel.

Candidates should possess a bachelor's degree. More than two years fundraising experience is preferred. Volunteer experience with CWA or similar organizations will benefit the candidate. Must possess a high level of organization, communications skills and be detail oriented. Be able to work on multiple projects simultaneously, prioritize assignments, and work well with volunteers. Candidates must be able to work with proficiency on a personal computer and be proficient in MS Office applications, CRM systems and have a working familiarity with the Internet. The successful candidate must be willing to work hours that extend outside of the typical workday and workweek throughout the year, including extensive auto travel.

#### Benefits

California Waterfowl offers a competitive benefits package including medical, dental, 401(k), flexible spending, short-term and long-term disability insurance, life insurance, long-term care insurance, vacation, and holiday paid time off. CWA offers a competitive compensation package with the opportunity for advancement and recognition.