

DEN Update

October 2008

The monthly publication of the Development Executives Network

National Philanthropy Day, Thursday, November 13, 2008

Tuesday, October 14th is a big day that many of us have been anticipating and possibly fretting over for months – the first day to submit your reservations for the 2008 National Philanthropy Day Awards Luncheon on November 13th at Spanish Bay. This is the earliest date to purchase tickets.

As a reminder, we are limiting organizations to six seats each this year in order to allow as many non-profits to participate as possible. When submitting your reservation, payment must accompany your for to guarantee your registration. The cost for the event is \$60 per person.

You may mail or deliver your reservation to: The DMC Companies, 824 Munras Avenue, Suite C, Monterey, CA

93940. We accept reply cards postmarked October 14 or delivered in person between 9 am – 5 pm. We will process reservations postmarked or delivered prior to October 14 after those received on Tuesday, October 14, 2008.

Seating is limited and reservations will be accepted in the order received.

This event will sell out, so please make sure to follow the procedure carefully to ensure your place at this year's event.

CHANGE THE WORLD



WITH A GIVING HEART

National Philanthropy Day®

October DEN Luncheon

Making Year-End Giving Count

'Tis almost the season of giving and development professionals are busy preparing for year end. This month's session will focus on how to maximize your time and efforts for this critical time.

How can your organization motivate donors at year-end to give to your cause? What are special stewardship and event ideas that can be

implemented at the year-end time? What about direct mail? Bring your questions for our panel of development experts:

Margie McCurry, Central Coast VNA & Hospice

Robin Venuti, Monterey Museum of Art

Diane Kelly, Hospice Foundation

Located at Tarp's Restaurant for 12:00 - 1:30 p.m.
Your prompt arrival is appreciated.

Mission

The mission of the Development Executives Network is to provide useful, high quality programs and training, build a sense of community among local nonprofits, and provide members and guests with the opportunity to network with each other.

We Want YOU!

DEN is looking for a few good board members. Looking for an opportunity to build leadership skills? Network with fundraising colleagues? Gain a better understanding of the Monterey County non-profit community? Joining the Development Executives Network Board may be for you. If you're interested, please contact President Shirley Coly at 647-3595 or shirley.coly@miis.edu.

Welcome new DEN members

Please welcome a few of our new additions to DEN. Please take a minute to check out their websites and missions.

Ag Land Trust

Arts Habitat

ERMCO, Education Resources of Monterey County

Platinum Development Co.

Rising International

Redman-Hirahara Foundation

www.aglandconservancy.org

www.artshabitat.org

www.ermco.net

www.platinum-development.net

www.risginginternational.org

www.redmanhouse.com

Funding for Kids... An Open Discussion

Please join us for this important discussion, Monday, October 13th from 1 -3 at the Kinship Center, 124 River Rd., Salinas. A panel of leaders from local children's organizations will discuss finding funds for kids, and strategies for implementing "the ask". This event is sponsored by AFP and the Community Foundation for Monterey County. Please RSVP to Brenda Whitsett at whitgroup@rassolink.com Lunch will be provided, \$10, for those that wish to network from 12 to 1:00 PM.

No DEN Program in November

Each month, DEN offers high quality programs with a focus on fundraising and related topics in addition to opportunities for all to share concerns and resources informally. Potential new members are welcome at any time. Meetings are held at Tarp's on Highway 68 from noon to 1:30 on the third Friday of each month. Your prompt arrival is appreciated!

Reminder:

Philanthropy Day serves as the DEN meeting for November. We hope your organization is able to attend!

Save the Date

December Holiday Lunch

Friday, December 5

Noon

Montrio's

414 Calle Principal, Monterey

This is our treat to our members—no charge for one person from each member organization; \$25 for all additional members. Prizes, networking and a perfect launch to the holiday season.

Please bring along give-aways from your organization to share with attendees.

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Professional Development

Upcoming trainings offered by the Community Foundation for Monterey County. For more information, visit them on the web at www.cfmco.org

October 14	Management Clinic
October 21	Foundation Directory Online
October 30	Board Seminar: Reviewing your ED's Performance
November 5	The Fund Development Plan
November 5	Technology & Fund Development: 16 Next Generation Strategies
November 21	Systems Change through Cultural Proficiency: Building an Empowered and Just Community
December 4	Community Involvement in Program Design

AMBAG Energy Watch

Association of Monterey Bay Area Governments AMBAG Energy Watch is extending its free direct installation program to health and human service non-profit agencies in the tri-county area. The program provides free energy audits and free installation of energy efficient equipment to health and human service agencies. Audits are conducted by energy efficiency specialists who visit your facility, then install the free energy efficient equipment. Because this funding opportunity will expire, all interested agencies must call for their appointment before October 15 and all work needs to be completed this fall.

Birdies for Charity

Birdies for Charity is a program that lends fundraising support to local charities. It provides participating charities the opportunity to generate contributions for their organizations based on the number of birdies made by pros during the AT&T Pebble Beach National Pro-Am held February 9-15, 2009. Last year 31 charities participate and they collectively raised \$78,000. Monterey Peninsula Foundation provides a 10% match and administers the program.

The program begins November 1st, 2008 and continues through February, 2009. Further information is available on our website, <http://www.attpbgolf.com> under Charities.

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Employment Opportunities

Operations Coordinator, Monterey Symphony

Classification:

The Operations Coordinator is a full time staff position classified as exempt from overtime. It has the potential for advancement in the organization. This position reports to the Executive Director and is available immediately. Salary is negotiable. Health insurance and two weeks vacation per year provided.

Basic Responsibilities:

The Operations Coordinator is responsible for ensuring that the scheduling and production of all orchestra activities (concerts, rehearsals, special events) run smoothly, effectively, and in a financially responsible manner. The Operations Coordinator also functions as a liaison between the orchestra and the rest of the Association (including the board of directors, Friends board of directors, and staff) and coordinates the activities of the personnel manager, librarian, stage director, and music director when necessary.

Qualities and Attributes of the Most Successful Applicant:

- Two years of concert production experience in a classical music setting and at least an elementary proficiency on a musical instrument.
- A working knowledge of the symphonic repertoire and the ability to construct an effective concert program.
- Basic understanding of impresario skills.
- At least two years of professional office experience in a responsible administrative position with exemplary command of details.
- Working knowledge of Microsoft Word, Excel, Outlook, and internet functions.
- Proven experience in problem solving and conflict resolution.
- Possess a reliable automobile and a valid California driver's license. (Mileage reimbursed for travel, excluding regular commutes to a work site.)
- Be able to lift reasonably heavy loads (concert chairs, music stands, boxes of music) of a minimum of 25lbs.
- Be able to stand for extended periods of time.
- Be available to carry out functions which may need to be done before, during and after the concert. (Therefore, musicians who perform with the Monterey Symphony as tenured players are ineligible.)

Specific Duties

- Monitor all backstage operations and lend a hand when and wherever necessary. Must be present and available at all rehearsals and concerts of the full orchestra, chamber ensembles, and chorus.
- Coordinate the routine functions of the music director, personnel manager, librarian, stage director, volunteer chorus manager, and stage crew.
- Keep the music director's performance schedule and engagement calendar and serve as the primary community contact for Max Bragado-Darman.
- Serve as primary contact for musicians and hall staff. Maintain rosters of tenured musicians and chorus members.
- Provide support for guest artists, schedule their time, make arrangements for accommodations and local transportation. Secure their contracts and eventually negotiate their fees.
- Serve as primary contact for artist management agencies. Develop and maintain close professional relations with them.
- Develop and monitor the budget for the operations department in conjunction with the finance and executive directors.
- Provide basic office support in answering the phones and assisting co-workers on whatever projects or tasks are needed
- Be available to work nights, weekends, and holidays.

Application Procedure

Please send the following items to Job Opportunities, Monterey Symphony, P.O. Box 3965, Carmel, CA 93921:

1. A brief cover letter explaining why your application should be considered for this position, your availability, and your salary expectations.
2. A detailed resume indicating your contact information, job titles held, employment dates, and a brief description of responsibilities.
3. Please, no phone calls or email submissions.
4. An acknowledgment will be sent to you that your application is complete.
5. A synopsis of the operational considerations/challenges inherent in the following five orchestral programs, specifically related to producing them at the Monterey Symphony.

To submit items for the November newsletter please email Aimee Cuda at acuda@york.org no later than October 25, 2008. Thank you!

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More Employment Opportunities

Hartnell College Development Officer

Position:

Under the general direction of the Vice President for Advancement, the Development Officer provides support and fundraising expertise for the development related activities of the college. This will include, but is not limited to primarily foundation and corporate proposals, annual fund, special events, project funding and alumni development.

Specific Duties

- Work with senior leadership to develop strategies and implement tactics that will successfully increase philanthropic support from key constituencies.
- Identify, cultivate, solicit and steward corporations, corporate foundations, and private foundations.
- Initiate opportunities for faculty, administrators and deans to interact with corporate and foundation prospects and interpret corporate and foundation interest to university constituencies.
- Develop highly competitive and successful grant proposals for corporate and foundation prospects.
- Monitor proposal deadlines, prepare and edit proposals, and manage proposal submissions and progress and final reports.
- Develop strategies for and manage the annual fund including setting goals, overseeing coordination of direct mail, major special events and other types of solicitations.
- Staff funding committees and run campus area campaigns, i.e. scholarships, athletics, arts, etc.
- Develop an alumni component of the Advancement operation considering available resources that includes areas such as alumni database, alumni fund. Work closely with alumni and faculty in planning activities and programs. Maintain communications with alumni, encouraging long-term relations.
- Assist with advancement operations at all levels including formation and information for donor records and database.
- Oversee production of foundation marketing materials, i.e. newsletter, Annual Report.
- Provide general support to the Advancement office and programs.
- Perform other duties as assigned.

Application Procedure

For more information or to request required application packet, contact Human Resources & Equal Employment Opportunity, 411 Central Avenue, Salinas, CA 93901, 831.755.6706, www.hartnell.edu/hr. All applicants must provide the following items in order to be considered in the initial screening:

- 1) A completed district application for administrative service.
- 2) A cover letter indicating how qualifications and employment standards are met.
- 3) A current resume.
- 4) College or University transcripts verifying educational requirement. (copies acceptable)

ONLY MATERIALS REQUESTED WILL BE FORWARDED TO SELECTION COMMITTEE.

It is the applicant's responsibility to be sure that all required materials are in the Human Resources office by 4:30 p.m. on the filing deadline. Submit all application materials together. Applicants submitting incomplete application packets cannot be considered. All documents included in your application file become the property of the college and will not be returned. Your file for this opening will not be considered for future openings.

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