JOB TITLE	Development Director
EMPLOYEE TYPE	Regular, full-time (100%)
FLSA	Exempt
JOB CLASSIFICATION	1A – Senior Manager
W/C CODE	9067
SALARY LEVEL	$95,000- $105,000
LOCATION	Admin Office

JOB SUMMARY: As we prepare to enter our 40th year, The Richmond Neighborhood Center seeks a seasoned development professional with outstanding relationship building and communication skills to join our team. The Development Director partners closely with the Executive Director and Board of Directors to fundraise for a rapidly growing $5.2 million organization. Working alongside the organization's leadership staff, the Development Director will analyze our needs and shape the strategic vision for development of funds and communications. The Development Director is responsible for creating and executing a development plan including all institutional giving, oversight of major gifts program, the annual fund and all special events. The ideal candidate will have extensive experience in event planning and will be able to jump in quickly to execute on the plan for our upcoming gala in Spring of 2020. A dynamic leader skilled in organization and innovative thinking, the Development Director plays an integral role as part of the organization's Leadership Team, driving strategic direction and oversight of our organizational systems, operations and budget.

ORGANIZATIONAL RELATIONSHIP
Reports To: Executive Director Oversees: Communications Manager

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RESPONSIBILITIES

ORGANIZATIONAL LEADERSHIP

- With a deep understanding of the work that we do, shapes and guides the strategic vision for development of funds for the organization.
- Serves as part of our organization's Leadership Team, driving strategic direction, systems and budgeting.
- Works with other members of the leadership team to fully understand the fundraising needs and financial landscape of the organization.
- Models best practices and develops the fundraising abilities of our team (board and staff members) and nurtures a culture of fundraising.
- Shapes the path for board members to fulfill their fundraising and donor development goals.
- Works with the team to create internal systems to strengthen the organization's ability to demonstrate impact.

FUNDRAISING

- Partners with the ED to develop and execute on a big-picture development strategy that will result in achieving long-term organizational revenue goals.
- Creates and implements annual fundraising plan for soliciting funds from individuals, businesses, foundations and government sources. This plan includes a budget, activities (events, campaigns, grants) and fundraising targets.
- Tracks campaign, event and appeal results and monitors trends in giving to maximize effectiveness for future strategy development.
- Maintains a personal major gifts portfolio and manages the top-tier portfolio of the Executive Director.
- Oversees the planning of all fundraising events including annual gala as well as stewardship and donor cultivation events ranging from 10-200 people.

Management of events includes planning logistics, invitation printing, mailing, solicitation of sponsorships and host committee members, ticket sales, silent and live auctions items as well as management of staff members for event support.

- Works with Communications Manager to execute on all annual fund campaigns and appeals including our monthly giving circle, end of year mailer and Peer 2 Peer campaign.
- Works with Leadership Team and program staff to write letters of interest, partnership proposals, grants and funder reports for government, corporate and foundational grants.

DONOR DEVELOPMENT AND RELATIONS

- Alongside the ED, participates in and attends community development and public relations events/activities to establish strategic relationships (city officials, corporate contacts, CBOs, local merchants,etc) that bring in potential funding and raise the visibility of the organization both locally and citywide.
- Identifies, researches, evaluates, and makes contact with prospective sources of funding including individuals as well as corporate and foundation contacts.
- Creates and executes on donor cultivation strategy from relationship building lunches and coffees to info nights and house parties.
- Plans and coordinates individualized donor stewardship efforts including segmented communications, donation acknowledgement, site visits, sponsorship acknowledgement, impact reporting, etc.
- Works with Communications Manager to create direct mail and electronic campaigns to solicit new and repeat donor support.

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DEVELOPMENT OPERATIONS

- Oversees and strengthens all development systems and internal controls including processes for tracking appeals and prospects and recording donations (including matching gifts, donor advised funds, etc.).
- Coordinates all donor engagement systems including ticket sales, email marketing, Facebook fundraisers, onsite event income, peer 2 peer fundraising, etc.
- Ensures the integrity of donor information systems and alignment with accounting software.

ADMINISTRATIVE TASKS

- Attends and participates in regular staff and supervision meetings.
- Participates in biweekly Leadership Team meetings.
- Produces all check reimbursements and charge vouchers accurately, legibly and timely.
- Assumes additional responsibilities as assigned by the supervisor.

QUALIFICATIONS AND EDUCATION FACTORS

You are:

- A natural connector who sees opportunity everywhere and enjoys stretching the circle wider, figuring out different ways that people can come together to support our fundraising goals.
- An innovative, strategic thinker and leader who thrives when creating and implementing systems.
- Nimble in adjusting to shifting priorities and balancing multiple tasks efficiently and effectively, as well as anticipating and analyzing complex problems to achieve sustainable, creative solutions.
- Someone who is mission driven and will dive in quickly to learn about the truly impactful work that we are doing.

- Energized by meeting and talking to new people, and skilled at making every supporter feel important.
- A collaborator who sets objectives, and maintains an inclusive and equitable environment that promotes creativity.
- Honest, flexible, optimistic, humble, fair, and have a sense of humor.
- A self-starter with a sense of urgency who is able to motivate and engage people at all levels.

Must have experience:

- Bachelor's degree required
- Minimum 7 years experience in fundraising with progressive responsibility and a proven track record of soliciting, closing, and stewarding gifts of $1,000 and above
- Knowledge of all aspects of fundraising (major gifts, annual giving, grant writing, corporate giving, etc.) as well as understanding and adhering to the standards, codes and ethical principles of the field
- Budget development and oversight experience
- Experience planning events for over 100 people
- Excellent communication skills both verbal and written
- Familiarity with donor database management and systems to track donor history, interests, and activity
- Strong attention to detail and accuracy
- Experience working independently
- Has worked closely with Board Members and the Executive Director

Preferred Experience

- Familiarity with the San Francisco funding landscape
- Experience creating a fundraising plan
- Master's degree in a related field
- Grant writing experience

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PHYSICAL JOB DESCRIPTION

Typical Working Conditions: School classroom-type environment.
Equipment Used: Computer, telephone, printer, fax.
Essential Physical Tasks: This job requires frequent lifting, pushing and pulling under 10 lbs and occasionally up to 20 lbs. Because of the use of the computer, this job frequently uses the keyboard which requires repetitive motion and dexterity. In the course of the job, frequent walking sometimes over uneven and slippery surfaces, and sitting for periods of time. There is also occasional reaching.

Last Updated: (Updated 6/2019 by SH)