



Posted: January 9, 2017
Open Until Filled

POSITION: **Director of Development**

PROGRAM: **Fund Development, Communications & Marketing**

POSITION DESCRIPTION:

Under supervision by the CEO, and with the support of the board of directors, philanthropy committee, and management team, the director of development creates and implements the organization's, strategic direction for giving from individuals, foundations and corporations. The director of development leads the identification, engagement, cultivation, solicitation, and stewardship of current and prospective donors and funders to sustain and expand financial support and connection to the work of Community Bridges (CB).

The director of development's role includes the coordination and implementation of Community Bridges' overall communications plans, representation of the agency at various meetings, and other additional duties as assigned.

DUTIES & RESPONSIBILITIES:

1. Works with the board of directors, CEO and the philanthropy committee to develop short and long-term fund development and marketing goals for the agency through the annual philanthropy plan.
2. Oversees the CB grant program and works with the CEO and management team to identify, select, and prepare grant applications.
 - a. In coordination with management team and senior leadership team, writes, prepares and files reports with foundations and local funding and regulatory agencies.
 - b. Researches, compiles and analyzes data, statistics and other information for reports, proposals and funder requests for funding sources, including major donors, businesses, foundations and corporations.
 - c. Maintains an electronic and hard copy filing system for grants and donor information.
 - d. Under the direction of the CEO, engages in advocacy efforts during budget hearings at local jurisdictional meetings.
3. Oversees all fundraising campaigns, including board, agency and program fundraising efforts, direct mail, personal solicitation, phone solicitation efforts, payroll deduction,

special events, planned giving and other strategies selected in the annual plan, including the gift acknowledgment, tracking and stewardship process.

4. Works in conjunction with management team and staff on production and distribution of all development materials, including brochures, letters, inserts, invitations, annual reports, stationary, logos and graphic design, scripts for media, and special events.
5. In coordination with the CEO and senior management team, manages daily communications across the agency, including drafting press releases, social media management, and following up with reporters.
6. Oversees major changes to the website such as layout template changes, edits to the main navigation menu, or adding pages for new CB programs.
7. Presents monthly progress to the management team, philanthropy committee, and board of directors. Serves on the agency's management team and when requested provides trainings on development functions such as communications and marketing practices and principles.
8. Maintains written office procedures manual for development, communications and marketing activities. Develops procedures, methods and systems as directed.
9. Assists the CEO with identifying and recruiting staff, volunteers, board members, and consultants to the philanthropy committee.
10. Directly supervises the senior development analyst and the development administrative analyst.
11. Develops and maintains effective working relationships with other agency staff members and with representatives of funding sources, governmental and community organizations, and others in regular contact with the agency.
12. Uses judgment and discretion when dealing with information gained during the course of work; maintains confidentiality as required.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature; each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- Two years of professional and direct fundraising experience with nonprofit institutions, or an equivalent combination of education and experience that includes significant grant writing and creating and managing an annual fund development plan.
- Highly skilled and experienced in written communication in the form of grants, marketing materials, reports, and correspondence.
- A keen eye for design and familiarity with graphic design principles and tools, including Adobe Photoshop and Illustrator or comparable software.

- Outstanding skills in oral communication and public relations. In particular, the ability to give motivational public presentations, be at ease in myriad social situations involving donors, and interface comfortably with corporate and foundation contacts.
- Knowledge of the principles and practices of nonprofit administration, including human service issues and social science research.
- Familiarity with print publication and mailing processes, including design, print and mail of letterhead, business cards, brochures, postcards and reports, and of online platforms such as websites, e-newsletters and interactive online giving tools.
- Strong knowledge of the implementation of complex information systems, prospect tracking, research, records, and processes including proficiency in Microsoft Word, Excel, HTML and fund development software.
- Organized, able to prioritize and manage a multifaceted workload with self-motivation under general supervision.
- Strong interpersonal skills to interact effectively with a wide range of staff, donors, funders, clients, volunteers, etc.
- Ability to coordinate and supervise the work of staff and volunteers.
- Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
- Ability to maintain confidentiality and deal appropriately with sensitive matters.
- Appreciation of and commitment to further the mission, values and goals of Community Bridges.
- Bi-lingual/Bi-literate preferred (Spanish).

MINIMUM QUALIFICATIONS:

- A BA/BS in marketing, public administration, business, communications or related field and at least two years direct experience fundraising for nonprofit institutions, or an equivalent combination of education and experience.
- Must be willing to work evenings and weekends as required.
- Background with human services desirable.
- Must possess a valid California Class C Driver's License, drive a motor vehicle incidental to the performance of the work, and be insured.
- Must pass criminal background check and maintain a clean record.
- Must be able to routinely lift up to 25 lbs as needed.
- Must be able and willing to work on a computer station for full work days.

RATE OF PAY AND HOURS:

- This is a regular, exempt, 40 hr/wk position in a family-friendly work environment. Actual hours vary as needed.
- The starting salary for this position is \$63,000-\$88,000/yr, depending on education and experience.

BENEFITS:

- For employee: shared cost medical, dental, vision, & life insurance. This benefit package is valued at \$7K/year.
- First year: 12 vacation days and 13 holidays, with accrual based on 40 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 40 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 1 Birthday Floater after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Office has an ocean view and is within walking distance (less than a minute) to the beach.

TO APPLY:

- Please submit the following documents by email (hr@cbridges.org), fax (831-688-8302), or in person:
 - Your Community Bridges employment application, which may be downloaded from our website at <https://communitybridges.org/employment/>.
 - A résumé with 3 references
 - A writing sample of no more than three pages from a successful grant you wrote or materials from a successful marketing campaign
 - A copy of your college transcripts
- **Please return these materials to Community Bridges by the first screening date of Wednesday, January 18, 2017 at 12 noon. Position will remain open until filled.** Incomplete application packages will not be accepted.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.

I understand the responsibilities and standards of my position, as listed above, and I agree to fulfill them to the best of my abilities.

Employee Signature:

Date:

Director of Development (21B): 1/1/16 reclassified from 19B to 21B