Job Title: Director, Development

Reports to: Chief Executive Officer

Department: Administration (ADMIN)

FLSA Classification: Exempt

EEO Category: 1.2

Pay Rate: Salaried

Org Band: Director

SEIU Eligible: No

Job Summary: The Director of Development is responsible for working with the VP of Strategic Partnerships (VP) to develop and execute comprehensive fundraising strategies from diverse sources to grow the contributed revenue of the agency. The Director of Development will establish clear fundraising goals for the agency working alongside the VP and CEO and will plan, implement, monitor, and evaluate strategies to achieve goals. This position has two direct reports, the Marketing and Communications Manager and the Compliance & Grants Manager. A variety of pro bono supports and contracted resources supplement the team in key areas, notably grant writing, story generation, social media, graphic design, and marketing/communications.

Primary Responsibilities

• Working with the VP and CEO, maintain and grow a portfolio of 150 donors and prospects capable of giving $5,000 or more annually, including individual and family foundations.
• Identify, cultivate, solicit, and steward individual major and legacy gifts.
• Leverage multi-channel fundraising, as well as sponsorships, individual and major donors, planned giving, and special events, to create a sustainable annual fund
• Support Board members, VP and CEO with their major gift prospects a donor solicitation and legacy donor responsibilities, including crafting strategies for solicitations and accompanying them on solicitation calls as appropriate.
• Build a culture for philanthropy, internally and externally, that will attract staff, board members, and donors to the organization and inspire excellence in donor relations and fundraising.
• Write and manage execution of direct mail and online solicitations, in addition to regular constituent engagement pieces, through both traditional and new media channels.
• Maintain Community Action Marin’s donor database in Raiser’s Edge to ensure high integrity of data collection; work with staff to maintain prospect/donor records to ensure accuracy of information for contacts, biographies, meetings, gift entry, and acknowledgements.
• Build stewardship, cultivation, and solicitation strategies, engaging key staff and board members as appropriate in donor relationships.
• Coordinate with Finance and VP to ensure appropriate gifts, contracts, and grants processes and accounting.
• Evaluate and implement internal systems, metrics, policies, and procedures for efficiency and effectiveness for the agency’s fund development efforts.
• Perform other related duties as assigned.

**Qualifications**

• Commitment and passion for the agency’s mission
• Bachelor’s degree and Certified Fund-Raising Executive (CFRE) preferred
• Ethical leadership required as given in the International Statement of Ethical Principles in Fundraising
• Experience with Raiser’s Edge preferred; fund raising software knowledge required
• Seven years’ experience in progressively challenging fundraising roles
• Professional experience in nonprofit leadership, with demonstrated success achieving goals
• Comfort with public speaking and direct solicitations
• Tangible experience of having expanded and sustained donor relationships over time
• Direct work experience training and supporting boards in fund raising excellence
• Exemplary communication skills, both written and oral; ability to influence and engage a wide range of donors
• Strong organizational and time management skills with exceptional attention to detail
• Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

**Physical Requirements**

• Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
• Lift: exertion of physical strength to move objects 10-25lbs from one level to another
• Carry: hold or rest weighted objects 10-25lbs directly on hands, arms, shoulders or back while moving from one location to another
• Climb: ascend/descend with gradual or continuous progress, using both hands and feet
• Push: exertion of force on or against an object (weight/size) to move it from one location to another.
• Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin

**Acknowledgements**

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.
By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE: _______________________________ DATE: ___________________________