



CommUnify

A Community Action Agency.

DEVELOPMENT DIRECTOR

Full Time

JOB DESCRIPTION

Reporting to the Chief Executive Officer (CEO), the Development Director is responsible for creating, administering, and implementing the Agency's long-term development plan and marketing/communications plan. Responsibilities include developing and implementing a growth strategy for the future, i.e. major gifts, corporate donations, planned giving, etc., organizing outreach efforts and special events, and managing relationships with the organization's new and existing donors.

Supervisory Responsibilities:

Directly supervises staff in assigned areas of responsibility, including grants and marketing/communications. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM REQUIREMENTS

Education and/or Experience:

Bachelors' degree in Business Administration/Management, Public Administration, Marketing/Communications, Social or Human Services or related field, with a minimum of five (5) years' fundraising experience, or the equivalent amount of education and work experience. Certified Fund-Raising Executive (CFRE) strongly preferred.

Other Skills:

Working knowledge of planned giving, donor cultivation, grant/program development and marketing/communications. Knowledge of federal and provincial legislation affecting charities. Working knowledge of special events planning and management. Knowledge of the effective management of volunteer resources.

Other critical abilities include:

- Creativity and innovation in the development of new and unique ways to improve the finances of the organization and to create new fundraising opportunities.
- Establishing and maintaining positive working relationships with others, to achieve the goals of the organization.
- Anticipating, understanding, and responding to the needs of donors to meet or exceed their expectations within organizational parameters.

- Working collaboratively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness.
- Influencing others in a positive manner to achieve results that are in the best interest of the organization.
- Assessing situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the organization.
- Setting priorities, effectively scheduling work activities, monitoring progress towards goals, creating and implementing action plans, and evaluating processes and results.
- Assessing problem situations effectively in order to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Strong computer skills with knowledge of contact management systems; database software; internet software; project management software; spreadsheet software and word processing software. Valid California driver's license and proof of insurance. A certificate in fundraising management, or professional designation, e.g. Certified Fundraising Executive (CFRE) is highly desirable. Must occasionally lift and/or move up to 40 pounds.

To Apply

To apply:

Please complete online job application and attach your cover letter & resume. Website: <https://www.communifysb.org> and go to "Careers". For questions contact Agency Recruiter, Dianna Reveles, at dreveles@communifysb.org or (805) 964-8857 x 1116.