

DIRECTOR OF DEVELOPMENT

Job Description

The Scholarship Foundation of Santa Barbara seeks a creative, energetic, and accomplished fundraising professional to serve as Director of Development. The incumbent will oversee all aspects of the organization's fundraising operation, including annual, endowed, planned, and capital giving. The successful candidate will have significant experience managing events and personnel, and will be expected to interact with a broad array of Foundation constituencies, including donors, Board members, education officials, and community leaders, with poise, polish, and sophistication. Outstanding time management, project management, and interpersonal skills required. Demonstrated success in donor cultivation and stewardship is essential. Must have exceptional writing, speaking, and presentation skills.

Primary Responsibilities

1. Expands donor pool on all levels
2. Collaborates with the CEO and Board of Directors in cultivating, soliciting, and stewarding new donors and managing existing donor relationships, including planned gifts
3. Develops personal knowledge and understanding of donors
4. Identifies and pursues sources of funding from corporations, individuals, foundations, clubs, and organizations
5. In collaboration with the CEO, encourages, motivates, and supports the Board in its cultivation of donors
6. Builds and maintains a strong working relationship with the Board Development Committee and other volunteer committees
7. Manages a staff of 2-3, plus an outside grant writer
8. Coordinates and organizes a full slate of fundraising events
9. Gives public presentations
10. Oversees donor communication efforts, including direct mailing, the dissemination of collateral, etc.

Secondary Responsibilities

1. Maintains membership in professional organizations for nonprofits and in business community organizations to expand donor pool
2. Attends nonprofit education seminars to stay current on development-related activities and best practices nationwide

Minimum Qualifications

1. Minimum 10 years of increasingly responsible experience
2. Must be organized, detail oriented, and be able to work in a highly collaborative environment

3. Proficient in use of office technology, including detailed knowledge of Microsoft Office applications and fundraising software
4. Ability to exercise sound judgment regarding sensitive information
5. Minimum five years' experience supervising professional staff
6. Ability to prepare budgets, plans, and reports
7. Bachelor's degree or equivalent; master's degree and/or CFRE preferred
8. Able to lift and carry 30 lbs.

FOR CONSIDERATION, PLEASE SUBMIT:

- Cover letter
- Resume
- Salary requirements

SUBMIT TO:

hr@sbscholarship.org

No telephone calls please. This is a full-time exempt position. Evening and weekend work required. Successful completion of an employment and/or criminal background check required.