



## Announcement of Director of Development Position

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|-----------------|-----------------------------------|
| Position Title  | Director of Development           |
| Reports to      | President/Chief Executive Officer |
| Position Status | Exempt<br>Regular<br>Full time    |

### OUR CHALLENGE

While 68% of today's jobs require some college or training after high school, more than 80% of our students face significant barriers to college including poverty, underrepresentation, and being the first generation to pursue higher education.

The areas with the highest poverty in the Coachella Valley are the places with the lowest educational attainment. Workforce development is the primary concern for employers who are struggling to recruit skilled talent that meets industry standards. Immediate action is critical to help students: prepare for high demand jobs in healthcare, technology, business and finance, hospitality management, and public service – all offer a promising future to our students.

Student success is key to our economic future.

### MISSION AND SERVICES

OneFuture Coachella Valley's Mission is *to assure students succeed in college, career, and life – expanding and enhancing the local workforce so that our youth and economy thrive*. OneFuture transforms the relationship between Coachella Valley educators and employers, so Coachella Valley young people can stay in our community at jobs that pay well.

OneFuture drives a transformative regional effort that opens the door for students in need. We lead the Coachella Valley Regional Plan for College and Career Success which brings together community partners to equip students with the skills development, mentorship, and career experience they need to contribute their gifts and thrive.

OneFuture benefits students, employers, and the region through the power of a coordinated community-wide investment. We bring education, employers, nonprofits, and civic organizations together to implement a full cycle of resources along each student's journey, ensuring their college, career, and economic success.

EVERY student, regardless of circumstance, has the power to build a promising future for themselves and their families through education and meaningful work that enriches their community.

This work is critically important because increasing educational attainment and career readiness is central to reducing poverty, decreasing unemployment, increasing wages for our most disadvantaged students and their families, and building a thriving regional economy.

Examples of Key Accomplishments:

- Led the development and implementation of the Coachella Valley's first Regional Plan for College & Career Success, aligning the resources of school districts, higher education, employers, and the community to improve educational attainment.
- 11,054 high school students learning in Career Academies, Pathway Programs, AVID programs, and ROTC programs (Source: School district Regional Plan collaboration data)
- Awarded \$20 million in scholarships to more than 3,300 low-income students as of 2025 (Source: OneFuture)
- From 2009-2025, OneFuture scholarship recipients have completed 1,214 bachelor's degrees, 501 associate degrees, 172 master's degrees, 17 doctoral degrees, and 98 certificates (Source: HARC and National Student Clearinghouse)
- Provided matching funds to more than 30 local nonprofits (Source: OneFuture)
- Increased financial aid capture: 99% of OneFuture scholarship recipients receive financial aid in addition to the OneFuture scholarship, vs. 83% of students nationally.
- 75% valley-wide FAFSA (Free Application for Federal Student Aid) completion.
- Provided 354 college juniors and seniors with full-time, paid summer internships in healthcare, linking them to local employers for a total of \$1.3 Million + in wages at 64 sites (Source: OneFuture)
- Provided college and career success programming to more than 400 male students in high school and college.
- OneFuture's Healthcare Workforce Leadership Roundtable, comprised of executive leadership from the region's major employers, co-invested \$3.4 million to support COD RN program expansion to enroll an additional 70 students annually.

## POSITION SUMMARY

OneFuture Coachella Valley consists of a small yet mighty team of dedicated staff members who support each other's individual functions and work together to ensure all needs of the organization are met. The Director of Development is charged with planning, organizing, leading, and managing all fundraising activities of OneFuture. The Director is responsible for implementation of the fundraising plan which outlines priorities including event-based solicitation, individual and major donor cultivation and solicitation, foundation and institutional grants, and use of mail and social media for development purposes.

This position will oversee the development and implementation of donor acquisition strategies as well as ensure long-term donor engagement through effective relationship management. The Director of Development manages the fundraising activities of the CEO and board members to enhance and support the overall mission of the organization and assures that ample unrestricted, program and scholarship funds are generated. The position is responsible for engaging:

- **Board of Directors** – serve as a member of the senior leadership with responsibilities to support the CEO in management of the board of directors for strategic planning and implementation of strategies.
- **Individual Donors** through annual solicitations, small and big events, personal meetings, and social media
- **Donor Prospects** through researching local and national donors and their capacity to give.

- **Annual Fundraising Event** – Responsible for the annual The Future Is Ours Award Celebration and Fundraiser event, the major event to engage our community and celebrate our achievements.
- **Small Events** with donors, donor prospects, and partners to engage and build fundraising opportunities.
- **Corporate and Foundation** grants and contracts and recognition plan for donors
- **Scholarship and Student Support Services** donors and donor prospects
- **Coordinate Grants** – in partnership with internal staff and contractors, spearhead grant proposals and grant reports.
- **Serve as Executive Staff for Key Committees:**
  - Board of Directors
  - Marketing and Development Committee
  - Nominating and Governance Committee

The ideal candidate is an effective fundraiser who thrives on the responsibility of driving an organization to successfully meet its fundraising targets. Strong candidates will have a proven record in securing major gifts, identifying, and acquiring new donors, a willingness to develop and leverage the Board of Directors, and must have a personal passion for education and career and economic opportunities for low-income students. This position offers a unique opportunity to cultivate a fund development culture within an organization with a compelling mission and expand on the growing fundraising donor base.

This position is an excellent opportunity for someone who believes strongly in the power of education as an integral part of economic development and who brings a strong commitment to the College and Career Readiness model implemented by OneFuture Coachella Valley and its partners in the region.

Because goals and desired results can quickly change, the position requires regular meetings and pro-active relationships with new groups and individuals. The ability to understand, react, and motivate others to adapt to the changing environment is a critical key to success. The job will require some travel, much of which will be regional in nature. Frequently required to work evenings and occasional weekends.

### **Essential Duties**

- Provide strategic direction for the organization's overall fundraising goals and implementation plans, including management of all campaigns and activities related to the Annual Campaign, Long-term Fundraising, Events, and Planned Giving support.
- Develop a fundraising culture that will attract and maintain a strong base of donors and donor prospects to ensure the \$2,000,000 annual operating budget is met and exceeded.
- Additionally, build on successful partnerships that will lead to funding ongoing scholarship awards with a goal of \$3,000,000 annually, including \$1,000,000 in healthcare field scholarships.
- Facilitate opportunities for CEO to present to Donors and Donor Prospects
- Collaborate with the President/CEO and Vice President of Finance and Operations to develop annual revenue targets and all monthly contributed revenue generation reporting.
- Research and analyze individual donors and prospects to develop long-term goals and objectives for each contribution category.
- Maintain timely and consistent contact with prospective individual and institutional donors to establish, sustain, and enhance positive relationships leading to an initial gift, repeated gifts, and increased gifts.

- Develop and oversee a timely and relevant gift acknowledgement and donor recognition program.
- Represent the organization to the community through professional functions, events, etc. to create visibility of OneFuture.
- Develop and implement a communications, marketing, and fundraising plan to advance OneFuture's story and presence through media, social media, press releases and supporting materials.
- Work with Salsa Labs fundraising/donor management/communications system and making recommendations for software systems that may better support the organization.
- Work with the Board of Directors to maximize their own personal giving potential and develop targeted strategies to engage their relationships with others as potential new donors.
- Attend all board meetings and report development strategies and progress.
- Build a fund development culture throughout the organization.
- Monitor all revenue and expenses related to all fundraising activities, including Annual, Long-term, and Planned Giving programs.
- Develop relationships with key partners – School Districts, Colleges and Universities, Scholarship Giving Organizations, Coachella Valley Cities, Business Partners, etc. to find ways to engage donors.
- Work in tandem with the VP of Finance and Operations in grant writing and reporting efforts; coordinate assignment of grant writing, budget development, and reporting activities to relevant staff
- In partnership with CEO, analyze and recommend 3–5-year Marketing and Development staffing structure and funding plan.
- Assume related tasks and responsibilities as assigned by the President/CEO

#### **QUALIFICATIONS AND EXPERIENCE**

The successful candidate must have a passion for the mission of OneFuture, an understanding of the link between educational advancement of youth and economic mobility and the knowledge and skills to engage donors, link their individual needs and motivations to OneFuture's goals and inspire their giving.

The Director of Development must have significant and well-demonstrated experience leading teams toward reaching aspirational fund development goals, overcoming challenges, and serving as an agent for transformation. She/he must have a minimum of five (5) years of fundraising experience and a proven record in at least the following:

- Proven success at implementing the principles and practices of effective fund development strategies.
- Designing and implementing all annual fundraising efforts, fund development strategies, events, and related campaigns
- A proven record of personally soliciting and securing gifts of \$100,000 or more
- Developing relationships with prospects that translate into major gifts and sustained giving.
- Building strong working relationships with internal and external partners, and meaningfully interactions with diverse populations including staff, students, civic and business leaders, community partners, and funders
- Writing and speaking with excellence and relevance with different constituencies (direct reports, managers, peers, donors, executive leaders, and Board members)

- Understanding of website development and maintenance
- Fundamental understanding of marketing and communications
- Exceptional work ethic and record of personal initiative and achievement
- Managing multiple tasks and urgent priorities while also maintaining peace and calm with internal and external partners
- Ability to read reports, gather and analyze data and compile information for written reports.

The successful candidate must also have:

- Earned at least a bachelor's degree, with a preference for a master's degree with a minimum of five years of development experience or an equivalent of experience and education.
- Proficiency with Microsoft Office suite, Project Management Software, Donor Management Software, Outlook, Social Media Platforms
- Passed appropriate clearances and background checks.

### **SALARY AND BENEFITS**

Salary range: Competitive salary, commensurate with experience.

Competitive benefits include health, dental and vision insurance, paid vacation, and sick time, 401(k), and additional insurance options.

To be considered, applications must include a cover letter describing your interest in the position, specific qualifications that match the above requirements and resume.

Email complete packet in PDF or Word format to: [Jacqui@OneFutureCV.org](mailto:Jacqui@OneFutureCV.org)

No phone calls please.