

Fund Development Director

Please email cover letter and resume to mecheverria@occjok.org

Summary of Position – Collaborate with OCCJ staff, board of directors, and other volunteers to plan, organize, and execute all fundraising initiatives. Assist in ongoing/daily marketing campaigns, lead fundraising events. This is a full-time position and reports to the President and Chief Executive Officer.

Behavioral Profile – Passion for advocacy and social justice. Enjoys fundraising. Strong relationship builder. Able to facilitate opposing interests to a unified goal. Develops staff and volunteers. Demonstrates exceptional organizational, communication and interpersonal skills. Strong critical thinking and analytical skills. Attention to detail while maintaining long-term goals. Capable of developing and executing vision for fundraising.

Experience, Knowledge & Education

Experience & Knowledge

- Committed to a social justice and advocacy ideology
- Demonstrated record of successfully managing long-term projects and stewarding donor's gifts
- Demonstrated fundraising track record
- Exceptional organizational, communication and interpersonal skills
- Strong understanding of community needs
- Understands budgeting, cash flow and overall financial management
- Develops and fosters talent in others
- Organizes volunteers for action
- Demonstrated attention to detail and timely project completion

Education

- Bachelor's degree in a specialization relevant to non-profit management and/or development activities is strongly desired

Job Responsibilities

Fundraising

- Secure, broaden and diversify financial resources while nurturing relationships with major funders
- Coordinate membership campaign and other giving programs to support annual operating budget
- Oversee grant seeking opportunities, including research, proposal writing and reporting requirements
- Oversee all aspects of planned giving efforts
- Increase membership
- Ensure a successful annual awards dinner
- Seek programmatic sponsorships and underwriting
- Seek and track in-kind gifts
- Ensure database is updated and accurate

Job Responsibilities (continued)

Management

- Direct oversight and management of OCCJ staff and/or volunteers dedicated to marketing, membership, and other events or programs
- Implement board-directed initiatives and policies
- Keep board of directors engaged and committed to fund development initiatives
- Provide support for strategic planning initiatives, and leadership in implementing strategic objectives
- Provide support for officers, Executive Committee, board and board committees

Fiscal Management

- Assist in budget development for fundraising efforts
- Oversee fund related budgets, and provide timely, accurate and transparent financial reports to CEO
- Develop and implement dashboard reports, project status reports and timelines
- Maintain records for annual audit and Form 990 annually
- Ensure timely and accurate processing of payables and receivables

Planning

- Create annual fundraising plans and monitor strategies for ensuring long-term financial viability
- Collaborate with the CEO to continually pursue OCCJ vision and mission
- Assist CEO in scheduling and setting agenda for four board meetings each year (three quarterly and one annual)

Internal and External Relationship Building

- Oversee efforts to build brand awareness and seek new partnerships while retaining longtime community partnerships
- Responsibility for final proofing of marketing, advertising and PR materials for accuracy and consistency
- Communicate clearly and effectively with CEO, staff, volunteers and community

- Ability to articulate mission with clarity
- Utilize all effective and affordable avenues of communication, including, but not limited to print, broadcast, electronic, social media, earned media, speaking opportunities, etc.
- Ability to make public appearances/accept speaking engagements approved by CEO to share information about OCCJ with surrounding communities

Other

- Ability to work as part of a cohesive team
- Ability to work non-standard days/hours as needed
- Ability to travel on a limited, as-needed basis – including occasional overnight travel
- Demonstrate professionalism at all times
- Excellent interpersonal and written communications skills
- Exceptional organizational skills
- Accuracy and precision in handling details
- Project management and process oriented
- Ability to handle large work volume, multiple priorities, and ability to meet strict deadlines
- Ability to work in a fast-paced, professional environment
- Confidence and motivation to work independently to complete daily tasks
- Dependable and accountable through attendance and adherence to timelines/deadlines
- Perform other related duties as requested

Ideal Candidate

The ideal candidate will be proficient with the following competencies:

- Passionate for social justice
- Demonstrate intercultural competence
- Facilitating dialogue between multiple stakeholders
- Ability to recruit and motivate volunteers
- Fundraising and development passion
- Ability to work in partnership and develop others professionally
- Problem solver and decision maker
- Consider staff members a resource
- Listen to others
- Promote positive, professional presence among staff