Job Description

<table>
<thead>
<tr>
<th>Job Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title</strong></td>
</tr>
<tr>
<td><strong>Reports To</strong></td>
</tr>
<tr>
<td><strong>Salary Range</strong></td>
</tr>
<tr>
<td><strong>FLSA Status</strong></td>
</tr>
<tr>
<td><strong>Apply at</strong></td>
</tr>
</tbody>
</table>

**Summary**

A key leadership role within the development department, the Director of Community Partnerships is responsible for cultivating, managing and stewarding relationships with corporate and community partners. Overseeing and directing the events and volunteer services department staff, the director will focus on increasing philanthropic support through corporate sponsorships and events, and increase visibility of Father Joe’s Villages through strategic cause marketing opportunities.

**Essential Functions**

- Oversee the budgeting and tracking expenses for the Events and Volunteer Services Team.
- Recruits, screens, interviews, recommends and approves management and non-management candidates for hire; assigns tasks and monitors work performance; writes and delivers performance appraisals; recommends salary actions; recommends and delivers disciplinary actions; recommends and approves termination of employees.
- Leads a high-performing team of five staff including Manager of Volunteer Services, Volunteer Coordinator (2), Development Officer Events and Corporate Partnerships, Event Coordinator providing leadership opportunities for team members; assigns tasks, leveraging team member skills; monitors work performance and provides coaching where needed.
- Oversee the creation, planning, coordination and execution of special events including three signature events (Children’s Charity Gala, Thanksgiving Day 5k, Charity Golf Classic) ensuring annual revenue targets are met or exceeded through event participation, corporate sponsorships and philanthropic support.
- Represent Father Joe’s Villages as a public speaker and representative at corporate and community functions.
- Identify, cultivate, solicit and steward corporate and community partnerships (including sponsorship, corporate programs and other giving programs) with a goal of establishing long-lasting relationships that are mutually beneficial.
- Oversee a robust Volunteer Services program that engages more than 10,000 volunteers annually, with focused attention on engaging volunteer groups in meaningful ways that expands their support to include financial contributions.
- Write well-researched and well-written proposals and presentations that are tailored to each prospect in an effort to cultivate, develop and maintain relationships.
- In collaboration with Senior Director of Development, negotiate corporate and community partnerships and maintain relationships contact notes in Raiser’s Edge.
- On time completion of assigned trainings and policies.
- Performs other duties as assigned.
# Job Description

## Qualifications

- Bachelor’s degree in Business, English, Communication, Marketing or related area
- Minimum 7 years nonprofit experience in fundraising in corporate partnerships, events or individual giving.
- Minimum 5 years leadership experience, to include recruitment, training, performance management, employee engagement and results accountability.
- Project Management experience.
- Excellent written and oral communications skills.
- Professional demeanor and comfort interacting with C-suite professionals, major donors, organizational leadership, Board Members and cross-organizational co-workers.
- Intermediate skills using MS Office products.
- A valid CA driver’s License required

## About Father Joe’s Villages

At Father Joe’s Villages, we’re looking for compassionate, mission-driven individuals to join our team and help us end homelessness one life at a time. Our work is driven by our C.R.E.E.D which is the foundation for our interactions with clients, volunteers, other staff members and the community at large:

### Our Values

- **Compassion**—Concern for others and the desire to assist.
- **Respect**—An act of giving particular or special regard.
- **Empathy**—Understanding and being aware of and sensitive to the feelings, thoughts, and the experience of others without judgment.
- **Empowerment**—Helping others to help themselves.
- **Dignity**—All people are considered worthy of our esteem.