



Position: Senior Director of Development

Status: Full-Time, Salary, Exempt

Hours: 35 hours/week

Reports To: President & CEO

Position Overview

The Senior Director of Development is a key leadership role responsible for managing the day-to-day operations of the Nixon Foundation's Development team. Reporting to the President and CEO, this position plays a central role in shaping and executing the Foundation's fundraising strategies—including major gifts, donor engagement, planned giving and annual giving.

The Senior Director of Development will lead a high-performing team, implement best-in-class development practices, and partner closely with Foundation leadership to achieve ambitious fundraising goals. This role is ideal for a strategic, donor-centered leader committed to advancing the mission and long-term growth of the Nixon Foundation.

Key Responsibilities

Department Leadership

- Establish policies, systems, and tools to ensure the Development department runs efficiently and effectively.
- Recruit, train, and mentor Development staff, building a collaborative and results-driven team culture.

Strategic Planning & Execution

- Collaborate with the President and CEO to develop and implement annual fundraising goals and strategies.
- Track fundraising performance and campaign budgets; adjust strategies as needed to meet targets.

Donor Engagement

- Identify, cultivate, solicit, and steward a portfolio of major gift prospects and donors.
- Support donor communications and engagement strategies in partnership with the Marketing/Communications team.
- Participate in donor and stakeholder events as needed, including occasional evenings and weekends.

Cross-Functional Collaboration

- Coordinate with other departments—including Marketing, External Affairs and Education—to align messaging, monitor financial progress, and support development-related events.
- Promote a culture of philanthropy across the Foundation, engaging donors, annual members, volunteers, and staff.

Qualifications

- Bachelor's degree required; advanced degree preferred.
- Minimum of 8 years of experience in fundraising, including leadership of a development team.
- Proven success in major gift fundraising, including closing gifts of \$100,000+.
- Exceptional interpersonal and communication skills with the ability to engage diverse stakeholders.
- Strategic thinker with success creating and executing fundraising plans.
- Experience working with or managing donor databases.
- Strong leadership, team-building, and performance management capabilities.
- Commitment to transparency, collaboration, and continuous improvement.
- Willingness to travel and work occasional evenings and weekends.
- Dedication to fostering a positive workplace.

Salary and Benefits

The salary range for this position is \$165,000 to \$175,000 annually, commensurate with experience and qualifications. The Nixon Foundation offers a competitive benefits package, including health insurance, retirement plan options and paid time off.

To Apply:

Please send your resume to Jason Lewis at jasonl@nixonfoundation.org.