



JOB DESCRIPTION

DIRECTOR OF DEVELOPMENT
DAVIS STREET

SAN LEANDRO, CA

COOK SILVERMAN SEARCH

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Greenbrae, CA 94904

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ABOUT DAVIS STREET

Founded as a ministry of the First Christian Church in 1970, Davis Street Community Center (DSCC) became a 501(c)(3) in 1990. The Davis Street Community Center, Inc. has been led by Rose Padilla Johnson since 1991. It has grown from its origins as a food pantry to a licensed childcare center serving 24 children, a voucher subsidy childcare program for 40 children, and a thrift store. Today, it is the only multi-service family resource center in San Leandro. Serving the Eden area and its surrounding communities, Davis Streets services focus on those with the most need and least access.

Today Davis Street's vision of a holistic model of delivering supportive services to the low-income community has come to fruition with 80 full/part-time employees and a budget of \$17.1 million, Davis Street serves thousands of individuals each year. Davis Street FRC is governed by a 15-member volunteer board of directors. In the wake of dwindling government resources and fewer private gifts, Davis Street fights harder and leaner than ever to continue our work for those most in need!

For more information, please visit <http://davisstreet.org/>

POSITION OVERVIEW

The Director of Development is responsible for planning and successfully executing on a comprehensive fundraising plan, including leading fundraising vision, grants oversight, events, individual major gifts fundraising, planned giving, communications, and is an important and strategic thought partner and leader of the organization.

The ideal candidate will be a consummate professional, highly collaborative, and a strategic thinker who has a proven track record in raising contributed income from comparable nonprofit organizations and a passion for social service work.

REPORTING RELATIONSHIPS

The Director of Development reports directly to the Director of Operations with a dotted line to the CEO. The position oversees the development team, which includes a Communications and Events Manager, contract grant manager/writer, part-time Database Associate and budgeted resources to hire an Individual Giving Officer. The Director of Development works closely and collaboratively with the Board of Directors and CEO, as well as external stakeholders of the organization. The Director of Development serves as a member of the Senior Management Team.

PRIMARY RESPONSIBILITIES

- Work closely with the CEO, Director of Operations, Leadership Team, Board of Directors and development staff to design and fulfill annual and major gift fundraising strategy and goals
- Design strategies and tactics for growth and success across all areas of fundraising, including major gifts, planned giving, annual fund, and corporate and foundation grants

- Work closely and collaboratively with the CEO, Director of Operations, Senior Management Team, Board President, and the Board Fundraising Committee to build and empower the Board's capacity, capability, consistency, and confidence in fundraising
- Report and monitor progress and share fundraising results to the, CEO and the Board of Directors
- Work with financial officer, Director of Operations and senior staff to develop budgets, monitor and forecast revenue and expenses, and drive financial results
- Personally solicit gifts and solicit gifts in collaboration with the CEO, the leadership team, Board Members, and other volunteers
- Staff the Fundraising Committee of the Board
- Oversee donor and prospect management systems
- Manage and empower the development team and contractors in designing and fulfilling their goals
- Lead quantitative and qualitative evaluation of fundraising outcomes, resulting in informed, data-driven, and donor-centric strategies
- Provide regular fundraising training to board members and the Board Fundraising Committee.
- Empower development team in executing the fundraising plan through innovative and creative approaches
- Create and implement a planned giving program including marketing and solicitation of planned gifts and blended gifts
- Generate new ideas that increase revenue and donor longevity
- Oversee all aspects of Annual Giving campaign, including direct mail and online giving campaigns, and fundraising events managed by various members of the development team
- Develop a detailed pipeline of donor prospects for Annual Giving campaign to be adhered to by the development team.
- Achieve monthly goals for prospect and donor visits and prepare visit reports and follow up correspondence.
- Engage in regular database use and management to record moves management, activities, and donor information for current and prospective donors.
- Other duties as required and/or assigned

QUALIFICATIONS

- A minimum of seven years of progressively challenging fundraising experience, with experience and understanding of all general fundraising methods (direct mail, major gifts and events in particular).
- Demonstrated success in developing a culture of philanthropy in a medium to large-sized nonprofit.
- Proven track record directly soliciting and securing gifts from high-net-worth individuals, and the ability to develop effective cultivation and solicitation strategies with Senior Management and board members.
- Exceptional interpersonal and relationship-building abilities with a collaborative approach to working with co-workers, volunteers, and donors; a natural team-builder.
- Ability to maintain a high level of donor confidentiality and respond to donor issues with tact, diplomacy, and poise.
- Strong oral and written communication skills.
- Excellent organizational skills.
- Computer proficiency, including word processing, CRM skills preferred (Salesforce, RE7 and or RE NXT experience a bonus) and internet research skills
- Passion for and dedication to the mission of Davis Street, including an understanding of and interest in the social and political causes of poverty.

DIVERSITY, EQUITY, AND INCLUSION

Davis Street is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

SALARY OR SALARY RANGE

The salary range for this position is \$125,000 to \$150,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

Davis Street is an Equal Opportunity Employer.

