



JOB DESCRIPTION

VICE PRESIDENT OF DEVELOPMENT
EAST BAY COMMUNITY FOUNDATION

OAKLAND, CA (HYBRID, TWO PLUS DAYS IN OFFICE)

COOK SILVERMAN SEARCH

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ABOUT EAST BAY COMMUNITY FOUNDATION (EBCF)

The East Bay Community Foundation is helping build a community that is worthy of the people who call the East Bay “home”. Founded in 1928, EBCF is one of the nation’s oldest community foundations, serving people across Alameda and Contra Costa counties. We partner with donors, fundholders, social movements, and the wider community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all East Bay residents.

Over the past several years, the Foundation has started implementing new ways of partnering with donors, social movements, and the community at large. In addition to grantmaking, EBCF engages in advocacy within allowable limits to advance racial justice. EBCF works closely with donors as partners and leaders in this journey.

For more information, please visit www.ebcf.org/

POSITION OVERVIEW

EBCF is implementing exciting strategies to advance the vision of A Just East Bay by partnering with donors, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. The VP of Development therefore will be responsible for: (1) leading and implementing a values-aligned revenue model and raising substantial new resources; (2) successfully stewarding and aligning a portfolio of fund advisors with EBCF’s mission, helping them become philanthropic and civic leaders for A Just East Bay; and (3) leading a team responsible for growing our donor base and building new relationships with institutional partners. This position will require the experiences and acumen of a leader with a unique set of skills and social justice analysis.

ARE YOU:

- A seasoned professional whose values align with the mission and vision of EBCF?
- A team leader skilled in managing and developing a unique, thoughtful, and talented team?
- An excellent listener, communicator, and orator, who prioritizes community needs?
- A collaborator who will partner with others to help realize the goals of the organization?

DO YOU:

- Have a knowledge of and relationships in the East Bay, particularly around philanthropy and its social justice landscape?
- Have experience working with high-net worth individuals and families at the intersection of wealth and social justice values?
- Believe in the importance of inspiring donors to become powerful participants and allies in local social justice movements?

- Have the ability and interest to engage in difficult conversations around class and race for the purpose of creating understanding, building coalitions, and drawing in newcomers?
- Have experience working with Donor Advised Funds (DAFs), or experience working at a DAF provider (e.g., a community foundation or other philanthropic advising institution), or a comprehensive understanding of DAFs?

REPORTING RELATIONSHIPS

The VP of Development reports directly to the President and CEO and leads a talented team of 12 development and donor services professionals, including two directors who provide direct supervision to other team members. The VP works closely with board members and donors and serves as a member of the senior leadership team. The VP of Development will have a strong racial justice and social justice background and will know how to talk about issues around power, privilege, and identity with comfort and authenticity.

PRIMARY RESPONSIBILITIES

Strategic Resource Identification and Development

- Manage the implementation of the strategic vision through the design and execution of a comprehensive fundraising strategy
- Identify, cultivate, solicit, and build relationships with individuals, foundations, and corporations located within or having connections to the East Bay with a goal of significantly increasing annual revenue
- Support efforts to enhance external partnerships with wealth managers and professional advisors as sources of referrals for DAFs and major and planned gifts
- Identify and cultivate individuals located within or having connections to the East Bay with a goal of increasing contributed revenue and major and planned gifts
- Identify and foster strong partnerships with key East Bay leaders and organizations

Donor Cultivation, Stewardship, and Learning

- Cultivate new values-aligned donors, with a particular focus on key areas of growth as identified by the Foundation and in partnership with the President and CEO and the Board of Directors
- Partner with a portfolio of current donors to ground their philanthropy in social justice values and EBCF's core program strategies
- Engage donors in becoming effective, powerful "donor organizers" and advocates for the vision of A Just East Bay. EBCF uses a community organizing framework for stewarding donors and providing learning opportunities
- Leverage people and resources within the EBCF network to create strong engagement opportunities for current and future donors

Team Leadership

- Model and foster a strong team culture of collaboration and commitment to racial equity and racial justice, while also providing support for the ongoing professional development and growth of the team
- Support the Director of Donor Services to create and execute a plan to build the donor services and stewardship functions of the Foundation
- Support a team of Philanthropic Advisors, which currently includes an Interim Director and four Senior Advisors focused on growing the number of aligned funds under management and providing mission-

aligned philanthropic advisory services in an ever-changing environment and increasing support for EBCF's initiatives

- Manage and support the Senior Institutional Partnerships Officer, Development Data Manager, and the Development Associate
- Possess strong technological experience to assess and support the implementation of new systems
- Advance the success and expand the impact of the team across the East Bay community by representing EBCF in external environments

Organizational Leadership

- Serve as an effective and inspiring spokesperson for EBCF's collective work for both external and internal audiences
- Work closely with the President and CEO to fully engage the Board of Directors in fundraising, their philanthropy, and donor activities
- Provide quarterly reports and updates about fundraising progress to the Board and the Development Committee
- Model EBCF's culture with behaviors that support philanthropy, inclusion, equity, and service
- Collaborate with colleagues across the organization and with the Foundation Development Committee of the Board of Directors
- Lead beyond the department as a senior leader for the entire organization increasing transparency and connectedness to the overall mission, vision, and operational goals
- Act as a change agent and leader within the Foundation to strengthen organizational and team culture
- Help forecast contributed revenue and manage department budget serving as a strong steward of organizational resources

QUALIFICATIONS

- Demonstrated experience fundraising with individuals and institutional funders, including experience deploying “moves management” strategies resulting in increased engagement and giving over time
- Passion for the mission of EBCF to partner with donors, social movements, and the community to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home
- Ten plus years of philanthropic advising and proven substantial fundraising experience (paid or unpaid experience)
- Five plus years managing and leading a fundraising team
- Authenticity, charisma, and humility
- Skilled and excited to build trust with people, listen, ask questions, respond to feedback, and build authentic relationships around the issues they care about, and activating those interests towards social justice
- Demonstrated commitment to racial, economic, and social justice and equity
- A basic fluency in and comfort talking and educating others about oppressions such as racism, sexism, and classism and an understanding of how their own experiences and background relate
- Results-oriented, solutions-oriented, and goals-oriented team player: “low ego, high output” mindset and high level of emotional intelligence, compassion, creativity
- Strong project management skills: strong track record of creating work plans, setting goals, measurable targets, balancing multiple tasks and projects, and meeting deadlines, and excellent attention to detail
- Ability to assess situations, and prioritize tasks and their levels of importance

- Ability to delegate tasks and manage others without hovering or micro-managing
- Experience building strategies for fundraising contributed revenue and creating budget forecasts for revenue and expense
- Highly collaborative, flexible, creative, and open to shifting priorities and timelines and an ability to identify new, creative solutions when challenges arise
- Enthusiastic to build a stronger organization that operationalizes its mission, vision, and values, internally and externally
- Excitement for and experience developing and executing new business strategies, testing bold approaches within philanthropy, that center community voices, apply trust-based strategies and reimagine donor engagement and learning, while appreciating, learning from, and building on EBCF's rich history and unique place-based strengths
- Excellent persuasive communication skills (written, visual, oral) with internal and external stakeholders

SALARY OR SALARY RANGE

The salary range for this position is \$180,000 to \$190,000 plus benefits including full employee premium and a percentage of dependents premium, depending on the health insurance plan chosen by the employee. FSA, EAP, Wellness Program, 15 days PTO year one, 20 days, year two, sick leave, 17 paid holidays a year, retirement savings plan with employer match, group term life insurance, disability, professional development, commuter benefits, and matching gifts program.

In keeping with our commitment to equity and equal pay for all, Cook Silverman Search posts salary ranges on all job descriptions.

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.

DEI STATEMENT

The East Bay Community Foundation (EBCF) is an equal-opportunity employer with a commitment to racial justice and racial equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.