



## JOB DESCRIPTION

DIRECTOR OF ADVANCEMENT  
SCHOLARMATCH

SAN FRANCISCO, CA

### COOK SILVERMAN SEARCH

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## **ScholarMatch**

### **ABOUTSCHOLARMATCH**

ScholarMatch was founded in 2010 as a crowdfunding platform for scholarships. However, it quickly evolved into a college access and persistence organization providing hands-on support for underserved students over the last five years, ScholarMatch has grown and developed substantially. Today, the team of 30+ professionals engage 500 volunteers annually to serve 2,000+ students throughout the college journey, from application to graduation. Specifically, ScholarMatch offers college counseling, strategic scholarships, innovative online tools, and high-touch support, among other programs. All aspects of our work is driven by student needs, cutting-edge research, and powerful data collection to evaluate impact of the programs we offer. In all aspects of the operation, the organization is driven by values of excellence, integrity, and generosity of spirit.

The mission of ScholarMatch is as follows: "We support first-generation college students in their journeys to earning a bachelor's degree within five years. We envision a world where all students have access to higher education and the opportunity to succeed in a fulfilling career."

For more information about ScholarMatch, please visit <https://scholarmatch.org/>

### **POSITION OVERVIEW**

This Director of Advancement (Director) is responsible for planning and successfully executing on a fundraising plan, including leading fundraising vision, grants oversight, events, individual major gifts fundraising, planned giving, marketing, and is a strategic thought partner in the organization.

### **REPORTING RELATIONSHIPS**

This Director reports to the Executive Director, and oversees the development and marketing team, which includes a Communications & Marketing Manager and Development and Social Media Associate, and shares a reporting relationship of a new Contract Partnerships and Compliance Coordinator. The Director works closely with the Board of Directors, the Senior Director of Programs, and other volunteers.

## PRIMARY RESPONSIBILITIES

- In collaboration with the Executive Director, manage and implement a multi-year, strategic fundraising plan including annual fund, individual major gifts, corporate and foundation giving, planned giving, and more.
- Manage a major gifts portfolio of 50 prospects and donors capable of giving \$10,000 or more annually.
- Create annual fundraising goals and projections and forecasts.
- Manage earned income, individual and foundation revenue strategies
- Lead the Development team in planning, execution, and follow up for events.
- Manage efficient systems to ensure accurate records and timely communication with funders, including oversight of grants calendar database for all institutional donors
- Maintain and increase relationships and with organizational partners, in concert with the Executive Director and Partnerships and Partnerships and Compliance Coordinator.
- Cultivate and sustain private, corporate, and individual foundation relationships.
- Conduct ongoing research and successfully cultivate new grant prospects.
- Manage, mentor, and nurture the development staff.
- Oversee and collaborate with a contract grant writer for the writing and submission of foundation and/or corporate grants, proposals, and reports.
- Write grants and create grants budgets as needed.
- Work closely with relevant staff to ensure funder reports, proposals, and MOUs are complete, timely and accurate.
- Support the ongoing deepening of ScholarMatch's fundraising vision: a model of generosity and fund development rooted in relationship, community building, interconnection, and equity rather than a transactional process.
- Perform all other duties and tasks as assigned, "all hands-on deck" mindset.

## QUALIFICATIONS

- Bachelor's degree, advanced training or certification (CFRE, CAP, etc.) appreciated
- Seven (7) years of progressive fundraising experience in the nonprofit sector
- Demonstrated experience raising major gifts from individuals, corporations, foundations and other revenue sources
- Must be able to write successful, high-quality grants, reports, and fundraising collateral
- Ability to demonstrate success and evidence of ability to plan and execute fundraising strategies with multiple priorities
- Must be tech-savvy and comfortable with MAC operation systems, knowledge of Canva, Basecamp, and Airtable a plus
- Must have event planning experience
- Strong intrapersonal skills, aptitude for building relationships
- Must be able to write and speak clearly and persuasively about ScholarMatch to varied audiences

- Must have strong organizational and time management skills
- Must be able to work both collaboratively and independently
- Must have leadership skills, collaborative approach to work, and commitment to ethical fundraising practices rooted in generosity, community, and respect
- Must be flexible and able work in a fast-paced, collaborative virtual work environment
- Must be able to hold sensitive information confidentially
- Must be able to communicate effectively with a variety of personalities throughout the organization
- Comfortable working in an anti-racist organization with a diverse group of external visitors and internal staff at all levels

#### SALARY OR SALARY RANGE

The salary range for this position is \$100,000 to \$ 150,000, plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search posts salary ranges on all of its job descriptions. 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](mailto:apply@cooksilverman.com).

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

ScholarMatch is an Equal Opportunity Employer.