



## **Development Director Position Available**

At Children's Council of San Francisco, we believe that all families deserve **quality child care and early education**. Parents need child care so that they can work, support their families economically, and advance professionally. Children need quality early education so that they are prepared for school and beyond.

Our 100+ staff help San Francisco families understand and navigate their options and find child care that meets their needs. We help lower income families secure financial assistance to pay for care. We work with government, foundation, and community-based partners to build the supply of quality child care and early education in San Francisco. And along with our local and statewide partners, we educate the community and advocate for increased public investment in child care and early education.

Children's Council has a \$69 million annual budget (\$10 million operating plus \$59 million in pass-through payments to child care providers) and provides services to over 15,000 families per year. For more information, please visit [www.childrenscouncil.org](http://www.childrenscouncil.org).

### **POSITION OVERVIEW:**

Children's Council is seeking an experienced and entrepreneurial Development Director to partner with our Executive Director, Board of Directors, and staff leadership team to build our private base of support. This person will also develop business partnerships that will enable us to raise our visibility throughout the city and enhance our services for San Francisco families and children.

We envision a multi-faceted strategy to financial resource development, with a focus on building unrestricted support through major gift fundraising and corporate partnerships and sponsorships, while continuing to expand grant support from local foundations. We expect that events to raise the visibility and highlight the impact of our work will be one of the strategies we employ toward these goals.

We believe we have key assets in place to support the Development Director's success. Early care and education are attracting increased attention politically and in the media, making it easier for audiences to grasp the importance of our work. We have a talented senior leadership team, a motivated Board, clear vision, and an entrepreneurial and dynamic approach to achieving our

goals. We have invested in developing a brand strategy, messaging, new visual identity and web site that will launch in June.

The Development Director works closely with and reports to the Executive Director, works closely with the Communications and Marketing Manager, and serves as part of the senior management team. The Senior Executive Assistant provides support for Development Operations. We anticipate adding staff in Development and Marketing as funding allows.

## **RESPONSIBILITIES:**

### **Planning, Strategy and Fundraising**

- Working closely with the Executive Director and Development Committee of the Board of Directors, develop and implement strategies to increase private support for Children's Council;
- Create and implement development plans and processes for prospect identification, cultivation, solicitation, donor recognition, and stewardship
- Coordinate and support efforts by the Executive Director, Board Members, and other volunteers to identify, cultivate, solicit, and steward current and potential donors and funders; provide them with solicitation training and support;
- Conduct prospect research, and cultivate and nurture relationships with donors and prospects;
- Personally solicit gifts in collaboration with the Executive Director, senior staff members, Board Members, and other volunteers
- Develop grant prospect list and grants calendar; coordinate and manage proposal writing and grant reporting
- Develop events strategy for increasing Children's Council's visibility and generating financial support
- Support the Board of Directors' Nominating Committee in its efforts to identify and recruit potential Board Members who can advance the organization's development goals
- Work closely with the Communications and Marketing Manager to develop and implement strategies to enhance Children's Council's visibility and ability to attract private support.

### **Development Operations**

- Prepare annual fundraising plans, fundraising projections and regularly track progress toward objectives aligned with organizational goals
- Manage development database (eTapestry) and operations
- Develop fundraising collateral, annual report, and on-line donor communications in collaboration with Marketing and Communications Department
- Work with program managers to understand funding needs, create case statements, identify potential funders, develop and submit proposals for funding, and complete grant reporting
- Manage proposal writing and submission of proposals in response to government RFPs
- Coordinate with Finance Department on procedures and policies for tracking and reporting development activities
- Prepare and manage the Development Department revenue and expense budgets
- Recruit, hire, train, and supervise Development Department staff

**General**

- Track developments in philanthropy; engage with other senior development professionals across the philanthropic sector to learn about, assess and adopt best practices in financial resource and donor development
- Participate as a member of the senior management team.

**REQUIREMENTS:**

- Minimum of 5+ years experience of demonstrated success as a development professional, preferably as part of a multi-faceted fundraising program; marketing and/or business development experience may be considered to meet this minimum
- Track record of having raised significant funds for a non-profit organization as a professional or volunteer.
- Grant-writing or proposal-writing experience
- Outstanding interpersonal skills and demonstrated ability to build trust and rapport with a range of stakeholders including Board Members, funders and donors, clients and staff.
- Excellent communication skills; articulate, with proven ability to write effectively and speak persuasively
- Superior organizational, analytical and strategic thinking skills.
- Demonstrated leadership abilities and ability to work effectively as part of a team.
- Impeccable integrity, judgment, and discretion.
- Bachelor's degree required; advanced degree preferred
- Knowledge of and experience with the San Francisco philanthropic and business community preferred

**To Apply:**

**Please submit your resume and cover letter along with your salary requirements to [careers@childrenscouncil.org](mailto:careers@childrenscouncil.org).**

May, 2014