

Development Director

Description, compensation and benefits:

Reporting to the CEO, the Development Director serves as a frontline fundraiser with a focus on raising support through individual and corporate giving. Partnering with the staff, board and other volunteers, the Development Director coordinates and organizes a variety of activities to ensure the organization has the resources needed to fulfill its mission.

Responsibilities include:

- Work collaboratively with board, staff, and volunteers to raise support for the organization and expand its relationships with current and potential funders.
- Work in partnership with the CEO to develop an annual fund development plan to include goals, budget, timelines, and action steps. Meet or exceed those goals.
- Develop innovative approaches, initiatives, events, materials, and recognition opportunities to increase support for the organization.
- Prepare proposals and presentations including corporate sponsorship packages and grant requests. Prepare and deliver presentations to organizations, business groups and boards to develop organizational support, raise the organization's profile, and cultivate new relationships.
- Document contacts and solicitation plans.
- Support existing special event fundraisers by cultivating new sponsors and participants. Work closely with other staff to coordinate donor solicitation to avoid duplication and maximize relationships.
- Manage relationships with current and prospective funding organizations.
- Develop strategies and approaches to diversify base of support and generate increasing levels of giving.
- Ensure programs are in place for all donors to receive appropriate, consistent recognition and stewardship, and an accounting of the impact of their gifts.
- Manage multiple direct giving opportunities such as direct mail appeals, board giving, Day of Giving and other special campaigns.
- Cultivate and solicit annual gifts from individuals.
- Conduct research on individuals; working with and building on the organization's existing database of members and other donors to discover new annual giving donors.
- Conduct prospect research on individuals to identify new donors and donors with the potential to increase giving levels.
- Update information on donors and prospects, adding to records when new information becomes available.
- Oversee a variety of communication needs including follow-up letters and solicitation letters.

Required Skills and experience:

- BA or equivalent.

- Five years successful fundraising experience or in an environment requiring cold calling, prospect research, and solicitation of funds.
- Ability and desire to solicit donors in support of the mission.
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle; general knowledge of tax laws that impact charitable giving.
- Direct experience and success in face-to-face gift solicitation from individuals and corporations.
- Working knowledge of direct mail, email, social media and other techniques and strategies of giving campaigns.
- Strong speaking, writing and people skills.
- Experience networking and building relationships with people in the community.
- Attention to detail.
- Excellent computer skills.
- Experience selecting, building, and managing a donor management system. Knowledge of Convio and Exceed desired.
- Excellent ability to work with people and demonstrated credibility
- Efficient and effective organizational skills.
- Experience working with high net worth people—both as individuals and volunteers.
- Ability to manage and prioritize multiple tasks.
- Ability to manage confidential information.
- Ability to manage multiple tasks effectively and calmly, ability to work with minimal supervision.
- High level of energy, enthusiasm, and an entrepreneurial spirit.
- Must be nonsmoker.
- Own transportation required.

This position requires flexibility in hours with both early morning and evening meetings and some weekends; must be willing to travel and outreach to donors throughout our counties.

Position salary is up to \$60,000 based on background and experience plus incentives for reaching financial goals. Generous benefits offered including medical, dental, vision, long term disability, life insurance, and 401k plan.

Resumes and cover letter can be sent to:

Kori Titus, CEO
 Breathe California at Sacramento-Emigrant Trails
 909 12th Street
 Sacramento, CA 95814

Or emailed to:
 ktitus@ sacbreathe.org