

Director of Development
Full-Time, Exempt

Organization:

We. Love. Parks. At the SF Parks Alliance, we work with more than 200 partner organizations, city agencies, and everyday citizens to ensure that our treasured city parks and green open spaces thrive in communities throughout San Francisco. As we expand to serve even more parks and people, we are seeking an experienced Director of Development to join our team! If you're creative, forward thinking, fun, enthusiastic, and interested in helping shape the future of parks in San Francisco, let's talk.

Position Summary:

The Director of Development leads the Parks Alliance's development and communications team to successfully execute fundraising strategies that grow the organization's revenue and membership base. We are a fun, communicative staff that thrives off team work, humor, and a passion for donor engagement to create new opportunities and outcomes for our donor network in San Francisco.

The Director oversees the: Director of Leadership Gifts, Development Operations Manager, Membership Program Manager, Development Associate, and Marketing and Communications Manager, as well as a part-time grant writer, and external consultants. The Director of Development is a member of the organization's leadership team, acts as a liaison to the Board of Directors, and reports to the CEO.

The Director will collaborate with leadership to develop an annual fundraising strategy that supports and aligns revenue goals with the organization's strategic plan, and increases revenue and engagement opportunities across the areas of major gifts, institutional funding, corporate sponsorships, legacy giving, membership, and events. The Director also leads the organization's capital campaign fundraising – the Parks Alliance is currently running the Let'sPlaySF! Campaign with our partners at the SF Recreation and Parks Department to raise \$26 million to support the renovation of playgrounds across San Francisco. This campaign is expected to run through 2019 with future capital fundraising initiatives to be determined as the campaign wraps up.

Summary of Essential Job Functions

60% - Donor engagement strategy and operations

Develop and implement fundraising strategies for the organization across major gifts, membership, and institutional revenue streams, with the goal of increasing revenue by a minimum of 5% annually

Working with the Director of Leadership Gifts and the Membership Manager, grow donor participation year over year with a focus on donor retention and increased engagement

Work with the CEO, Board of Directors, the Director of Leadership Gifts, and key organizational partners to foster strategic, long-term relationships with local foundations and corporate leadership leading to new sponsorship and grant opportunities

Oversee the implementation of annual donor engagement activities at all levels, specifically focusing on developing new opportunities for both low level and high level donors through special event series, appeals, and communications

Work as the primary liaison for capital campaign initiatives, including the Let'sPlaySF! campaign

Represent the Parks Alliance at public outreach and engagement events

Engage with Director of Programs and staff to foster a culture of philanthropy throughout the organization

Develop and sustain strong relationships with the Board of Directors; support their fundraising efforts and grow their comfort and capacity for fundraising

Individual Fundraising

Develop and maintain a personal prospect portfolio; personally cultivate, solicit and secure major and lead gift

Craft and execute solicitation strategies for individual donors in your own portfolio and others'; model fundraising processes for the Board and staff, including appropriate briefings, approach, solicitation and follow up in order to steward the donation and the ongoing relationship;

Support Board members, Executive Director and staff in identifying, cultivating and soliciting gifts

30% - Special events and communications

Support back-end operations and coordination for major fundraising events, including the annual gala, Party for the Parks, in the fall and as well as a spring event

Work with development team to coordinate communications and engagement across the organization's donor base

Working with the Director of Leadership Gifts, implement a special event series for high level supporters and donors

Ensure that all donor communications are coordinated with consistency, quality and timeliness

10% - Department administration and leadership

Prepare and manage development and communication program budget; Facilitate regular meetings for department; Work with each member of staff to develop quarterly work plans and facilitate annual reviews

Experience and Qualifications

Experience and demonstrated success in a non profit organization, including:

- Leading and building a flourishing development department
- Managing and mentoring a development team
- Experience building a comprehensive fundraising program that resulted in significantly increased support through major gifts, annual and planned giving, events, grants, and membership
- Cultivating and stewarding donors and key partnerships, including personal success securing multiple major gifts from individuals, foundations and corporations
- Collaborating across the organization, board of directors, external stakeholders, and with outside contractors, vendors and partners to achieve desired outcomes; someone who actively seeks strategic partnerships and develops effective relationships; a strategic thinker who is thoughtful about partnerships and politically savvy
- Organizing major fundraising events or galas, including managing contracts with outside consultants and supporting volunteer fundraisers
- Managing multi-phase projects from inception to completion and balancing concurrent priorities – i.e., strong project and people management skills
- Strong attention and commitment to detail in all external and donor communications
- Solving problems creatively and strategically and using research and data analysis to make recommendations and program changes
- Experience and comfort working in a small department where delegation and hands-on participation are needed to support the organizational goals
- Experience fostering deep relationships with volunteers and valuing their contributions of time, expertise and passion
- Working knowledge of fundraising database programs (familiarity with Raiser's Edge and constituent relationship management system essential) as well as Microsoft Office Suite and other standard office software
- Excellent writing and editing and oral presentation skills
- Bachelor's degree

Expectations

A strong manager able to nurture both camaraderie and accountability

Genuinely enjoy engaging with donors and external stakeholders; warm, approachable and highly responsive to all members and donors without regard to their giving levels.

Passion for parks, playgrounds, and the natural world and for bringing park-related experiences to the public; high commitment to learning about San Francisco parks and open spaces.

Able to think strategically, keeping the big picture and broad institutional objectives in mind, while also being detail and analysis oriented

Exemplify highest standards of integrity, professionalism, discretion, excellence and accountability; demonstrates emotional intelligence and self-awareness; inspires confidence and trust; welcomes feedback

Highly collaborative; a leader and team player able to motivate and organize staff and volunteers and bring together different departments within the institution to work towards shared goals; appreciates impact of his/her work on colleagues and SFPA's success

Exercises initiative to identify and solve problems with drive, flexibility, resourcefulness and creativity

Able to work well under pressure and adapt easily to changing situations and priorities; exercises good judgment and stays focused on overarching goals

Able to interact in an effective, tactful and professional manner internally, externally and with the public at large; responds graciously and promptly to the needs and requests of others

Dedicated and ambitious to achieve organizational success; willing to pitch in and go the extra mile when needed

Plan to participate in and lead fundraising, cultivation and stewardship events and activities as a member of the Development team on nights and weekends as required

Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking (sometimes on uneven surfaces) for extended periods of time.

Must be able to climb a flight of stairs and lift/carry up to 25 pounds

When applying for a position, please submit an email to "Jobs@sfparksalliance.org" with your full name and the position title in the subject line. Please include a cover letter and a resume.