



1663 Mission Street, Suite 320
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Associate 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 Associate Director of Development manages the Corporate Giving component of the development and communications department to successfully execute fundraising strategies that grow the organization's revenue. More than perfect history of experience to be successful in this role, Parks Alliance is looking for a ambitious, dedicated team player to join the Development team. We are a fun, communicative staff that thrives off teamwork, humor, and a passion for donor engagement to create new opportunities and outcomes for our donor network in San Francisco.

The Associate Director of Development will support 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.

Summary of Essential Job Functions

50% Corporate Giving

With the guidance from the Director of Development and External Affairs, the Associate Director of Development is responsible to develop and implement fundraising strategies for the organization.

Work with the CEO, Board of Directors, Director of Development, and key organizational partners to foster strategic, long-term relationships with corporate leadership leading to new sponsorship opportunities.

With the guidance of the Director of Development, build, execute and manage all aspects of a corporate giving program including the implementation of engagement activities and a volunteer engagement program.

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

The Associate Director of Development also plays a critical role supporting the organization's capital campaign. The Parks Alliance is currently running the Let'sPlaySF! Campaign with our partners at the SF Recreation and Parks Department to raise \$36 million to support the renovation of playgrounds across San Francisco. This campaign is expected to run through 2020 with future capital fundraising initiatives to be determined as the campaign wraps up.

35% Individual Giving

With the support of the Director of Development and in partnership with the Membership and Special Events Manager, this role will support the administration component of the Park Leadership Society, the SF Parks Alliance major giving program for donors that give gifts of \$1000+.

15% Department Administration and Support

Support the Director of Development with the administrative components for capital campaign initiatives, including the Let'sPlaySF! campaign

Support the Director of Development with the administrative components for the Development Board Committee

Represent the Parks Alliance at public outreach and engagement events

Understand the nature of a small team when the "all hands on deck" mentality is needed especially as it relates to the special events hosted by the department

Experience and Qualifications

Experience and demonstrated success in a nonprofit organization, including:

- Experience supporting an Individual or Corporate Giving Program
- A strategic thinker who is thoughtful about partnerships and politically savvy
- 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 hands-on participation are needed to support the organizational goals

- Familiarity with fundraising database programs as well as Microsoft Office Suite and other standard office software
- Excellent writing and editing and oral presentation skills
- Bachelor's degree

Expectations

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.

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

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 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.

Position Specifications:

The Associate Director of Development is a full-time (40 hours) exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

- *Reports to:* Director of Development
- *Department:* Development
- *Preferred start date:*
- *Schedule:* Monday-Friday

How to Apply:

Please submit an email to "jobs@sfparksalliance.org" with your full name and the position title in the subject line. Please include your resume and a tailored cover letter which includes your salary requirement. You are welcome to submit any other information you would like us to consider with your application (please limit to 2 additional items).

San Francisco Parks Alliance is an equal opportunity employer and encourages applicants of all races, gender, gender identities, and sexual orientations to apply.