

Job Announcement



Opening Doors is a nonprofit organization that helps underserved Sacramento area residents to achieve self-sufficiency and increased assets by accessing opportunities to mainstream economic and social systems. We do this by providing safe places, skills development, business training and loans, and connections to community resources.

Job specification:

POSITION TITLE: **Director of Development**
SUPERVISED BY: Chief Executive Officer
FLSA CLASSIFICATION: Exempt, Full Time
REVISION DATE: April 2017

How to Apply:

Interested candidates should email a resume **and** cover letter to: humanresources@openingdoorsinc.org. Include "DIR OF DEV. – [Your name]" in the subject line. **No phone calls please.**

SUMMARY:

The Director of Development is responsible for strategizing, organizing, and carrying out Opening Doors development activities from a combination of individual and corporate donors, public and private grants, foundations and planned giving. The Director of Development serves as the lead on grant writing activities. She/he will oversee special events and fundraising campaigns, including capital campaigns. The Director works closely with the CEO on development and fundraising endeavors and directly supervises the Communications Officer and Development Associate.

EDUCATION AND/OR EXPERIENCE:

- Master or Bachelor's degree (BA) from four-year college or university in Communications, Nonprofit Leadership, Public Administration or related field; or equivalent combination of education and experience.
- At least five years of organizational communications and/or fundraising experience
- Two years of supervisory experience
- Two years of grant writing a must

KEY RESPONSIBILITIES include but not limited to:

- Develop and implement a strategic plan to raise funds for the organization in a cost-effective and time-efficient manner.
- Create, implement, and measure the success of fund development and public relations for the agency.
- Coordinate with the CEO and program managers to develop and nurture potential funders and donors, including but not limited to faith communities, secular community groups, corporate giving, and other groups and individuals supportive of our mission.
- Coordinate with program managers to identify specific funding needs, as well as public and private funding sources.
- In conjunction with the Communications Officer, lead training and professional development of program managers' capacity to meet program objectives and grant-writing for their programs.
- Expand on existing individual donor base to develop it as a major funding source; assist staff procedures for tracking donations and nurturing donor relationships.
- Ensure articulation of desired agency image and maintenance of brand integrity.
- Adhere to operational processes in nonprofits and legalities surrounding non-profit fundraising techniques.
- Under the guidance and direction of the CEO, meet with prospective donors and supporters.
- Serve as lead overseeing grant writing and philanthropic funding sources including research, proposal writing, and reporting.
- Direct all development activities and fundraising campaigns including but not limited to the Big Day of Giving, Festival of Flavors, and the End of Year Appeal.

- Ensure fundraising database and tracking systems, correspondence to donors, and limited Board of Directors administrative duties are effectively and timely maintained.
- Oversee creation of publications to support fundraising activities.
- Directly manage and ensure the professional development of the Communications Officer and Development Associate.

COMPETENCIES

- Attention to Detail: Must be able to see the big picture and at the same time focus in on the details.
- Adaptability: Adapts to changes in the work environment; changes approach or methods to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services that may include nights and weekends.
- Business Acumen: Understands business implications of decisions; technical and comprehensive knowledge of all finance, financial planning, accounting and tax areas of a business including an excellent understanding of GAAP; aligns work with strategic goals.
- Computer skills: Must be proficient with Microsoft Office (Word, Excel, Outlook, PowerPoint, and a willingness to learn other programs maintained by the agency).
- Cost Consciousness: Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.
- Innovation: Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.
- Organizational Support: Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values with a strong commitment to the mission.
- Planning/Organizing: Prioritizes and plans work activities; uses time efficiently.
- Problem Solving: Identifies and resolves problems in a timely manner; gathers and develops alternative solutions; works well in group problem solving situations.
- Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.
- Written/Verbal Communication: Excellent verbal and written communications skills. Varies writing style to meet the needs; present numerical data effectively; able to read and interpret written information.

Opening Doors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.