



Development Director

Reports to Executive Director (ED)

Full-Time, Exempt, In-Person

Annual Salary \$110,000

Position Description

Coastside Hope seeks an experienced fundraising professional who is enthusiastic, team-oriented and equity minded to join our team as Development Director (DD). The Development Director is responsible for leading Coastside Hope's fundraising programs and campaigns, including building a robust major and individual gifts program, as well as expanding our philanthropic partnerships, to achieve annual revenue goals and long-term organizational stability.

Note: CH is a second responder in the event of a community emergency or disaster. During an emergency or disaster, and only after personal responsibilities are under control, all staff are asked to report for work to be available to help in ways that may be different from their normal work responsibilities.

Essential Duties and Responsibilities

Develop and implement a comprehensive fundraising plan with an emphasis on major donors that includes every stage of the fundraising cycle (identify, cultivate, solicit, steward, recognize, and evaluate) to ensure that Coastside Hope meets its short-term financial goals and develops a strong financial base for the future.

- Develop, lead and implement strategic development plans and calendar that align with program and organizational priorities. Evaluate and report progress toward goals to ED and the Board of Directors.
- Develop/enhance relationships with individuals, foundations, government, and other institutional representatives.
- Manage and grow stewardship of a portfolio of high-net-worth donors and prospects. Identify new prospects with the capacity to make contributions of \$5,000+.
- Mobilize and engage volunteers in effective donor engagement and other fundraising activities; Lead and collaborate with staff on the management and planning of fundraising events and donor receptions. Develop sponsorship opportunities for fundraising events.
- Research and apply to foundations for grant awards for various programs as needed; manage all aspects of post-award grants including reporting requirements.
- Establish systems, processes, and tools to maximize fundraising capacity including oversight of the donor management database with data entry staff person. Lead analysis of donor data to guide fundraising strategy and campaigns. Assist with website updates and content posting.



- Maintain timely data entry of all gifts into the Network for Good database (including pledges, checks, cash, online credit card gifts, in-kind gifts, matching gifts, honor/memorial gifts, foundation gifts and government grants).
- Develop print and digital marketing content related to fundraising in collaboration with the ED and Programs Director.
- Write and develop fundraising materials and publications including donor letters, client testimonials, newsletters, annual report and content design for campaigns.
- Lead a culture of storytelling to communicate Coastside Hope's successes and challenges in ways that grab our donors' hearts.
- Assist in making phone calls for campaigns.
- Attend in-person networking events and grantee meetings/conferences.
- Initiate and lead major-donor appreciation events and annual thank-you gifts.
- Maintain gift recognition policies and provide complete monthly gift reports to ED, Bookkeeper and Board of Directors. Generate and mail gift acknowledgment letters on a weekly basis and manage donor acknowledgement cycle to ensure accurate and timely communications.
- Perform other related duties as requested.

Performance expectations

- Effectively plan and implement fundraising strategy and activities to achieve annual revenue goals in a timely manner, working collaboratively with staff and volunteers. Translate broad goals into achievable steps.
- Establish strong and appropriate relationships with the Executive Director, staff, Board of Directors, volunteers, institutional, private and government organizations and the general community. Demonstrate ability to work well in a team-oriented environment and maintain professional and respectful relationships.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Demonstrate commitment to continued professional growth and development and adaptability to new protocols, systems and changing environments.
- Demonstrate cultural sensitivity and commitment to advocacy for cultural diversity and equity.
- Available to work evenings and weekends, as needed.
- Demonstrate ability to work independently and manage multiple priorities and projects at one time.

Required Skills and Qualifications

- Bachelor's degree in nonprofit management, business administration, or a related field.
- 5-10+ years of fundraising experience, including experience closing major gifts and grant writing and leading multi-faceted development programs. Proven track record of achieving revenue goals of over \$2M annually and in building fundraising infrastructure to serve organizational goals and objectives.



- Knowledge and experience in all aspects of philanthropy, including giving trends, benchmarks, and best practices; research; fundraising techniques and strategies; data analytics; and development operations such as gift processing, prospect and donor research, and fundraising reporting.
- Proven experience in building a comprehensive individual donor program, including major gifts, grassroots fundraising, and managing and supporting staff and volunteer fundraisers.
- Excellent written and oral communication skills, with the ability to effectively translate program information to a diverse range of stakeholders, including employees, residents, families, high-net-worth donors, and in marketing materials.
- Ability to develop and implement comprehensive fundraising strategies that include a range of funding sources. Demonstrated ability in securing foundation grants and other institutional support, including prospect research, cultivation and writing and reviewing grant proposals.
- A strong team-oriented individual with the ability to take and give direction and desire to work in an environment that is diverse, fast-paced and community driven.
- Ability to build strong professional relationships with donors and prospective donors, organizational members, board and staff.
- Experience with managing volunteers and interns
- Demonstrated ability to juggle multiple projects and priorities and to work both independently and collaboratively and stay on task with deadline-critical projects as well as manage others to stay on deadline.
- Knowledge of Word, Excel, Network For Good (or other fundraising databases), WordPress and Mail Chimp
- Ability to attend some evening and weekend meetings and events.
- Spanish language literacy and fluency in reading and writing are highly desirable.
- Cultural sensitivity, competency and advocacy to work with residents from diverse backgrounds across boundaries of class, race, and inequality issues.
- California Driver's License and ability to drive to work and related functions in and around the mid-coast and San Mateo County area.
- Commitment to Coastside Hope's vision of supporting a healthy, inclusive, and sustainable community.

Benefits

- Simple IRA Plan
- Health insurance
- Paid Time Off

TO APPLY



Coastside Hope
Neighbors Helping Neighbors

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Half Moon Bay, CA 94019
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Fax: 650.726.7096

Send cover letter and resume to via email to admin@coastsidehope.org

Coastside Hope is committed to equal employment opportunities and providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, veteran status, gender identity, genetic information, or any other characteristic protected by federal, state, or local law.