



DEVELOPMENT DIRECTOR

Job Description

Hours: Full-Time (40 hours per week)
Salary: \$88,000-110,000 DOE plus benefits
Start Date: Position open until filled.
Location: 2929 19th Street; in person in SF with occasional travel in SF and Bay Area

ORGANIZATION DESCRIPTION

Since 1971, Jamestown Community Center has been providing learning opportunities and safe spaces for low-income youth in San Francisco's Mission District. Our youth represent the low-income, racially and ethnically diverse community in which they live and attend school.

Programs include educational enrichment, academic tutoring, arts instruction, sports, leadership development, employment, counseling, and parent programs. Our work focuses on the innate assets of youth to develop their leadership and ability to challenge discrimination and oppression and to bring about change in their communities.

Organization Values:

Accountability	Family	Health
Artivism	Inclusion	Social Justice
Education	Grit	Tradition

The Jamestown Community Center is located in San Francisco's Mission District and provides services at several sites. Jamestown is an affiliate of UnidosUS. For more about Jamestown, please visit www.jamestownsf.org.

The Position

Jamestown is seeking an enthusiastic, experienced leader who will oversee the organization's fund development efforts. The Development Director will provide strong, creative, energetic, and strategic leadership in donor cultivation and stewardship of major gifts, grant writing, sponsorships, fundraising events, and communications & marketing activities. The Development Director will focus on managing and building relationships with foundations and developing, leading and overseeing fundraising strategies in support of a \$6 million annual operating budget. The Development Director is passionate, committed, and a good writer and storyteller. They can communicate with people from diverse backgrounds and present themselves well professionally. They have a deep understanding of educational disparities and the low-income communities of San Francisco. Member of Jamestown's Leadership Team (senior staff) who practice a shared leadership approach, and will work collaboratively with colleagues to ensure the effective operation of the organization. The Development Director will report directly to the Executive Director.

RESPONSIBILITIES

- Lead, develop and implement a strategic fundraising plan aligned with Jamestown's mission and financial goals.
- Responsible for successful coordination and execution of Jamestown's annual Council fundraising events and other major donor activities from pre-planning to closeout.
- Lead fundraising campaigns and annual giving programs, overseeing the planning, execution, and evaluation of each initiative.
- Follow up with donors with acknowledgments, invoices, receipts, reminders, appreciation letters. Record all donations and communication.
- Identify grant opportunities, prepare grant proposals and reports, and manage the grant application process to secure funding from foundations, corporations, and government agencies.
- Cultivate, solicit, and maintain relationships with Jamestown funders and donors, including providing reports and working closely with the executive team and board members to expand donor base.
- Maintain Jamestown's donor database, as well as other systems to track existing and potential sources of support.
- Work closely with the Executive Director, Finance Director, and program staff to ensure income forecasting and expenses are accurate.
- Monitor and report on fundraising performance, ensuring revenue goals are met and expenses are within budget.
- Represent Jamestown with funders and other community constituencies, including speaking passionately and knowledgeably about Jamestown's mission and programs.
- Manage Jamestown's communications, including website, social media, newsletter, and donor materials.
- Supervise and motivate a fundraising team, providing guidance and mentorship.
- Actively participate in Leadership Team activities and other organizational projects, as needed.
- Comply with Jamestown policies and procedures, and laws pertaining to the operation of Jamestown.
- Maintains professional attitude and work ethic.
- Performs related duties as assigned.

Qualifications

- A passion for Jamestown's mission, and knowledge of the Mission District community.
- Excellent interpersonal skills, and an ability to connect with folks from different walks of life.
- Experience in successfully managing a support team to reach the development goals for the organization.
- Ability to manage multiple projects, prioritize effectively and meet deadlines.
- Experience raising funds from individual donors and an interest in growing Jamestown's individual donor base.
- Excellent grant-writing skills.
- Demonstrated success securing funding from foundations, corporations, and government agencies.
- Ability to effectively communicate Jamestown's mission and programs to external stakeholders, both in writing and in person.
- Ability to work with a diverse array of individuals, including staff, board members, Council members, donors, volunteers, and the community.
- Ability to take initiative and a leadership role in the organization.
- An understanding of youth development theory and practice is strongly preferred.
- Proficiency in Microsoft Word, Excel, and Google Drive is required.

- Experience with Salesforce is preferred.
- Five years of development experience is preferred.
- Fluency in Spanish desired.

Physical Requirements

Working conditions include standard office. Use computer, phone, copier and office equipment. Sitting 3-8 hours per day; reach hands and arms, and ability to lift and/or move up to 25 pounds. Occasional travel within the Bay Area.

Application Procedure

Please email your cover letter, resume, and a grant-related writing sample with “Development Director” plus your name in the subject line to E-mail: armando@somoselpoder.org

This is a full-time salaried, exempt position with benefits.

Jamestown Community Center is an Equal Opportunity Employer. We encourage women and people of color to apply. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as exhaustive.