

VOLUNTEER SAN DIEGO

Job Description

Title: Development Director	Reports to: Executive Director
Hours: 37.5 hours per week	Status: Exempt, full-time

JOB SUMMARY

The Development Director is responsible for developing and implementing strategic fundraising and communication plans for a growing nonprofit with a budget of \$1 million. The multifaceted program has a good foundation and is ready to be led to the next level of success. The Development Director raises funds through: major donors, corporate gifts, government and foundation grants, earned income and special events. Communication strategies include traditional and social media platforms.

ESSENTIAL FUNCTIONS

This position has the overall responsibility for planning, executing and monitoring the performance of all of Volunteer San Diego's fundraising and communication activities in partnership with the Executive Director, Board of Directors, Management Team and operational volunteers.

Specific responsibilities include:

- Develop and oversee implementation of resource development plan, including goals, objectives and budgets, ensuring consistency with overall strategic plan of organization.
- Develop and oversee annual PR/marketing plans, including goals, objectives and budgets.
- Define roles and engage volunteers in supporting fundraising and communication activities.
- Direct and implement prospect identification, cultivation, solicitation and stewardship.
- Plan and implement giving campaigns.
- Research, write, and submit proposals to potential funders (all types).
- Support fund-raising events.
- Serve as staff liaison and work in partnership with Resource Development and PR/Marketing committees of the board. Prepare reports and presentations for board and volunteer committees.
- Coordinate donor acknowledgement system.
- Manage cause-marketing partnerships.
- Direct marketing and promotion of the organization through traditional and social media and media and community relations.
- Ensure consistent quality and branding of communications.
- In the event of a local disaster, VSD may be activated as a response partner with local government. In this situation, Development Director will become the Public Information Officer for Volunteer San Diego and will be responsible for external communications on behalf of the organization for the duration of the disaster response.

Qualifications:

Required:

- Relevant degree or a combination of directly related college course work and experience may be substituted.
- Five or more years experience in fundraising and grant writing: individual, foundation, government, and corporate donors.
- Familiarity with marketing, public relations, and communications.
- Successful track record in prospect research, cultivation, giving, and stewardship.
- Experience as a member of a management team, preferably in a nonprofit organization.
- Demonstrated ability to manage multiple projects simultaneously and cope under pressure.
- Excellent interpersonal and communication skills, including public speaking and writing and sense of humor.
- Computer Literate: Excel, Word, Outlook, etc. Social media experience is helpful.
- Must utilize own transportation (*with expense reimbursement*).
- Ability to work evenings and weekends when required.

Preferred:

- Experience in implementing earned income strategies.
- Knowledge of San Diego nonprofit and funding communities.
- Knowledge of and experience with Volunteer San Diego and familiarity with the vision and programs.

Physical Demands

The physical demands described here are representative of those that may be needed to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Extensive use of the computer
- Write, type, and/or handle or feel small controls
- Move or transport supplies of up to 25 pounds, on occasion

Salary based on experience. Position provides health benefits.

Interested applicants should email a resume and cover letter to Amy Thoe, Operations Director at athoe@volunteersandiego.org. Further information about Volunteer San Diego can be found at www.volunteersandiego.org. All applicants will be informed via email when position is filled.

No phone calls, please.