

Director of Development

Position Description



Los Altos Mountain View Community Foundation (the Foundation) inspires, leads, and empowers residents for a stronger community. The Foundation provides grants, creates social impact opportunities, incubates emerging nonprofits, offers donor advised funds, and partners with community organizations and residents on solutions that make a difference.

We are committed to fostering an inclusive environment for people of all backgrounds. The Foundation is committed to equity and does not discriminate on the basis of race, color, religion, creed, national origin or ancestry, sexual orientation or expression, gender, marital status, age, physical or mental disability, military status, genetic information, or any other protected characteristic as established under law. We highly encourage BIPOC (Black, Indigenous and people of color) candidates to apply for this role.

Position Overview

The Director of Development develops and leads the expansion of the Foundation's comprehensive fundraising program. The Director oversees fundraising strategies and high-level donor cultivation, including annual, corporate, and foundation giving, major and planned gifts, and donor engagement events. The Director will work with the Executive Director to refine the organization's fundraising vision and lay the groundwork for an expected endowment campaign. This position is a new role at the Foundation and offers a unique opportunity to evolve and design the organization's overall development approach.

The Director reports to the Executive Director and oversees the development team (1.5 FTE). The Director works closely and collaboratively with the Board of Directors, Development Committee, Planned Giving Committee, and other staff to achieve the Foundation's programmatic and development goals.

Strategy & Planning

Design and execute strategies and tactics for a multi-year development plan that will:

- Diversify and grow revenue sources across all areas of fundraising, including major gifts, annual donations, corporate, and foundation grants, and planned giving;
- Generate support from new individual, family, foundation, and corporate sector sources and strengthen existing donor relationships; and
- Significantly increase the number of community residents engaged with the Foundation and in the practice of philanthropy.

Donor And Major Gifts Management

- Lead and participate in the identification, cultivation, solicitation, and stewardship of Foundation donors and fund advisors;
- Design and implement donor acquisition strategies;
- Coordinate the identification, cultivation, and solicitation of major gifts from a portfolio of current and prospective donors, and planned legacy commitments;
- Work closely and collaboratively with the Executive Director, Board leadership, and key volunteers to build and empower Board members in active fundraising;

- Plan and coordinate donor cultivation and solicitation efforts with Board members and other key volunteers;
- Maintain and establish relationships with professional advisors and local businesses to secure major gifts, planned gifts, and sponsorships; and
- Oversee and develop, in collaboration with the Executive Director, a grant pipeline, including research of opportunities, proposal writing, and annual reporting.

Staff Management

Oversee and mentor Development team staff to:

- Develop, lead, and manage strategies focused on increasing current and potential donor engagement and giving;
- Maintain and grow stewardship processes and policies in order to fully support donors in their philanthropic journeys;
- Manage and fully use data systems to identify trends, create reports with varied levels of detail and support data-informed decision making;
- Create and provide reports to the Development Committee and the Board to help track progress and status of campaigns and donor engagement events; and
- Support the Development Committee Chair in planning, preparing and disseminating committee agendas, minutes and materials.

Events and Communication

- Oversee fundraising communications strategy, including seasonal campaigns, major donor and stakeholder engagements, and new donor cultivation activities; and
- Lead the Foundation's event strategy and coordinate with the Director of Communications to plan and implement events (online or in-person), donor salons, and solicitation gatherings.

Qualifications

The ideal candidate will be a consummate professional, highly collaborative, and a strategic thinker who has a proven track record in securing significant gifts, evidence of exceptional cultivation and stewardship, and a passion for local philanthropy. We're looking for a highly competent individual energized by the prospect of leading the development department and working with the Executive Director to reposition how the Foundation engages with local donors. They should have a passion for hyper-local and regional philanthropy, thoroughly enjoy all aspects of fundraising, and value the role of the Foundation in building community. They should also have:

- Progressively increasing development experience, with extensive management of all dimensions of a comprehensive fundraising program (including major, planned, and annual giving, events, corporate and foundation support, stewardship, board relations), major gift experience and prospect development, and leadership in a major fundraising campaign (planning, implementation, management, and successful conclusion);
- Demonstrated commitment to and familiarity with the mid-Silicon Valley communities including those served by the Foundation;

- Strong staff management skills and past success in managing, supporting, and mentoring an effective team with a strong record of providing strategic and operational leadership, including creating and managing a budget;
- Prior success in identifying and implementing strategies to broaden a donor base with innovative techniques in partnership with team members and volunteers;
- Demonstrated experience cultivating, training, and working collaboratively with senior-level colleagues, board members, and other high-level volunteer leaders on successful development-related activities;
- Exceptional interpersonal and relationship-building skills with a collaborative approach to working with a small team while also able to operate independently as a self-starter;
- Willingness and ability to collect, analyze, and interpret data and market research to improve development strategies and implementation plans;
- An open-minded, curious, nimble, and creative professional approach that can honor the Foundation’s achievements while also encouraging growth and change; and
- Certified Fund-Raising Executive (CFRE) or similar certification (highly desired).

Salary

- The Foundation has budgeted up to \$160,000 for the position. Salary will be commensurate with experience.

Benefits

- The Foundation currently offers individual health insurance, unlimited paid time off, annual sick days, and eleven paid holidays. It will begin to offer a retirement benefit by the end of June 2022.

Time Requirement

- This is a full-time exempt position requiring a minimum of 37.5 hours per week with occasional early and late hours for remote and onsite meetings. Work may be conducted from our office or a remote location in or near the communities served by the Foundation.

Application Process

Please send a cover letter describing your interest in this position, a resume, and a writing sample representative of your style and experience to jobs@losaltoscf.org. Please use “Director of Development – Your Name” in the subject line.