

UpValley Family Centers Director of Development



Employment Type: full-time; exempt

Salary: competitive and based on experience

Benefits: health/dental/vision benefits; paid sick leave, vacation and holidays; 401k plan

About UpValley Family Centers (UVFC): UVFC is a dynamic nonprofit organization aimed at increasing the skills, confidence and education of upvalley residents, boosting family and community resiliency and connectedness, and addressing social inequities. Created in 2014 from a merger between Calistoga Family Center and St. Helena Family Center, our mission is to provide guidance, support, and resources in the community, in the home and for the individual, so that everyone can achieve a better life. We reach community members of all ages with a variety of programs and serve as essential resource hubs for residents living in northern Napa County. We maintain over 40 partnerships with early childhood programs, school districts, nonprofits, city and county agencies. Our core strategies are to: increase access to resources up valley; work with partners to advance our goals; support people in times of crisis; and build capacity for leadership across generations. Our annual operating budget is \$2.3 million. Learn more at: www.upvalleyfamilycenters.org.

UVFC seeks an exceptional, experienced, results-oriented Director of Development to build upon its strong fundraising program in support of the organization's growing momentum. The successful candidate will be a dynamic and accomplished fundraising professional with superior communication and management skills and the ability to work effectively with the Executive Director, the staff and the board.

Job Summary

The Director of Development's primary role is to provide leadership and coordination of UVFC's annual and long-term fundraising strategies to develop and implement a reliable revenue generation model. This includes collaborating with the board and staff to develop information, data and support on how to cultivate and steward donors and communicate requests for donations, including, as appropriate, making the ask. The Development Director is responsible for ensuring the stability and growth of multifaceted contributed revenue streams including: individual giving (multi-year, annual giving and planned gifts), institutional giving (foundation, corporate), fundraising events and e-philanthropy. The Development Director supervises and mentors the Development Associate to ensure internal processes, fundraising goals, communication goals and volunteer coordination activities are being met. The Director of Development reports to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead efforts to raise annual operating revenue, currently at \$2 million, and future funding. Implement a comprehensive approach to fundraising that integrates annual giving, a major gifts program, special events, corporate partnerships, local and national foundation grants and new sources of revenue for the short- and long-term growth goals of the organization. Establish target revenue and manage each component to successful end.

- Develop and implement annual and long-term fundraising strategy and plans, including a focus on multi-year support and legacy gifts.
- Provide development expertise and support for UVFC's facility planning process to ensure adequate office and program space.
- Scan national, state, and local landscape for new funding sources that support UVFC's core programs.
- Grow targeted solicitation programs and refine fundraising efforts to attract new donors.
- Provide strategic oversight of all donor materials and support external communications, including press releases, newsletters, brochures, and annual reports.
- Oversee the planning and coordination of fundraising and donor events.
- Oversee the comprehensive, timely, and innovative stewardship of all gifts.
- Support the development of institutional grant proposals and grant reporting, and conduct prospecting of new opportunities.
- Work with staff to understand and utilize program data connected to UVFC's Theory of Change to drive fund development strategies and goals.
- Encourage a culture of philanthropy among program staff and board members to create an appreciation for and inclusion in development functions.
- Provide oversight to analyze progress against plans, monitor fundraising efficiencies, and ensure security and confidentiality of all donor records.
- Develop and mentor Development Associate in best fundraising practices.
- Oversee the development/implementation of an annual communications plan and the management of UVFC's donor database, reports and grants calendar, and web-based giving platforms.
- Represent the organization, when requested, to the community.
- Support the Executive Director in any other tasks as assigned.

EDUCATION and/or EXPERIENCE:

An appropriate combination of education and experience to perform the essential duties is required. The ideal candidate will have:

- B.A. or B.S. Degree
- Excellent written and verbal communication skills
- Five years' progressively more responsible nonprofit fundraising experience, including individual and corporate donor cultivation/solicitation/stewardship, and grant writing
- Ability to work well with staff at all levels of the organization as well as with board members, donors and others outside the organization
- Knowledge of word processing, spreadsheet, presentation, and donor database management software
- Knowledge of Napa County is desirable
- Experience working in diverse community settings is preferred
- Valid Driver's License, insurance or transportation
- Conduct fingerprint background check and TB test and receive clearance

HOURS OF WORK:

Hours are usually 8:30am-5pm on weekdays. Occasional weekend/evening work anticipated.

To apply: Email cover letter and resume to jocon@upvalleyfamilycenters.org.

UpValley Family Centers is an equal opportunity employer.