



Community Resource Center

Director of Development

Community Resource Center (CRC), a 501(c) 3 non-profit organization, a recognized leader in social services in North San Diego County, is seeking an experienced Director of Development with a proven track record of success in an organization with a diversified funding stream of \$2 million or more.

The Director of Development provides leadership, strategic direction, oversight, coordination and priority setting for the Development team to further the engagement and retention of current and prospective donors and to foster long-term relationships with the organization. The Director of Development must be a sophisticated relationship-builder who is able to adapt their communication style to work effectively with a wide variety of internal and external stakeholders with multiple priorities, including the CEO, Board of Directors, and other members of the senior leadership team, as well as a diverse set of donor development prospects.

CRC's services are targeted at episodically or transitionally homeless, victims of domestic violence, and consistently unstable households--typically generational poverty or low-income populations. We create and deliver comprehensive, viable, and cost effective programs, which enable those served to become stable and create a plan leading to self-sufficiency.

Community Resource Center is funded by a wide variety of sources, including private sector grants, public donations, government contracts and income from our resale stores -- allowing CRC to serve more than 2,300 households annually. CRC benefits from a strong volunteer network, which allows us to leverage our revenues to allow significantly more services to be delivered.

A critical requirement of this position is the ability to raise significant funds from private individuals and foundations. The position also requires experience with or strong knowledge of Federal, State, and local governmental grant processes, and a clear understanding of, and ability to work effectively in, an organization where many significant donors are also volunteers.

The Director of Development reports to the Chief Executive Officer. He or she oversees a department of 4, including grant writing, marketing and special events, volunteer coordination, and support.

RESPONSIBILITIES INCLUDE:

Fundraising

- Develop and execute successful major donor cultivation and development strategies designed to significantly increase the number of major donor gifts to CRC.
- Create and lead the overall resource development strategy and plan for individuals, corporations and foundations, and public-sector grantors, including major prospect cultivation, planned giving and resource development events.
- Oversee and manages grant research and proposal development for corporate, foundation and government entities.
- Develop a strategy for robust quarterly fundraising appeals, using both on-line and traditional methods, and ensures writing, production and execution.
- Oversee and lead special events for fundraising and donor development.
- Increase revenue generated by local businesses, corporations and the local community by developing new associations and partnerships.
- Initiate and oversee the development of a vibrant and robust planned giving program including the creation of remainder trusts and other planned giving vehicles.
- Ensure the acknowledgement and tracking of all donations, utilizing methods that contribute to repeat donations.



Financial Management

- Develop and oversee the annual development budget, including narrative, and oversees and reports on the progress of meeting budget projections.
- Coordinate financial matters with appropriate accounting staff.
- Produce reports and updates for board of directors, the Board's Resource Development Committee and the Chief Executive Officer.

Management

- Sets the standard for effective leadership and management by maintaining a high level of ethics, prudence, productivity and professionalism. Manages employees in a positive manner, working on areas that need improvement through training and counseling with a goal of developing more capable staff.

REQUIRED KNOWLEDGE AND SKILLS INCLUDE:

- Demonstrated experience and knowledge of all aspects of resource development strategies and practices.
- Strong marketing and public relations knowledge and experience.
- A clear and demonstrated competence in public speaking and making effective and dynamic presentations about CRC's programs and services.
- Must have a thorough knowledge of the ethical standards for fundraising as espoused by the Association of Fundraising Professionals (AFP)
- Clear understanding of and a strong commitment to CRC's mission, vision and core values.
- Strong organizational skills and ability to manage people and multiple tasks proficiently.
- Excellent communication skills with all levels of personnel and the public.
- Ability to receive and effectively apply feedback from supervisor, staff, donors, program participants, and Board.

REQUIRED EDUCATION AND EXPERIENCE INCLUDE:

Education:

- Bachelor's degree in business administration, or fund development, non profit management, marketing, or social services related field with specific experience in non-profit fund-raising. Master's Degree preferred.

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Experience:

- Minimum 5 years' experience at the Director level, leading development efforts in a nonprofit organization with a budget of \$2 million or more, or the equivalent.
- A track record of successfully increasing revenues from multiple diversified sources over time.

This position is subject to background checks including FBI, Department of Justice, and those required by Federal contracts.

Salary is commensurate with experience. Benefits include medical, dental, life, IRA, vacation, sick, and holiday.



To Apply:

Send your resume and cover letter in PDF format to hr@crcncc.org. Submissions will be accepted until the position is filled. Initial interviews of strong candidates will be held as submissions are received. No phone calls please.

CRC is an Equal Opportunity Employer