

F¹ST GRADUATE

JOB ANNOUNCEMENT

DEVELOPMENT DIRECTOR

Founded in 2001, First Graduate's mission is to help students become the first in their families to graduate from college ready to pursue careers that are meaningful to them. Through a combination of academic support and instruction, high school and college counseling, individualized coaching, and career exploration, First Graduate engages young people from 7th grade all the way through their college graduation. We provide our students with the long-term support that their more well off peers receive so that they can become competitive high school and college candidates.

We are a small collaborative team. We rely on creativity, flexibility, and a common commitment to our students in all we do. Both staff members and our Board of Directors serve as thought partners, moving forward the vision and impact of the organization.

Diversity Statement

First Graduate is committed to building a culturally diverse staff that reflects our student population; we strongly encourage applications from people of color and first-generation college graduates.

Position Overview

We are seeking a talented and passionate Development Director to help lead and grow the organization. The Development Director is responsible for creating, implementing, and managing the organization's \$1.6 - \$3M annual development plan, in partnership with the Executive Director and Board of Directors. These efforts include foundation grants, individual donor cultivation, corporate grants, and fundraising events. As a member of the Leadership Team, reporting to the Executive Director, this position will create annual revenue goals in partnership with the Executive Director and the Board and is also responsible for shaping organizational strategy and implementing operating plans.

We seek a fundraiser with a track record of building relationships and motivating a diverse pipeline of individual, corporate, and foundation donors and who is ready for a leadership position as the next step in her/his/their career. We expect this new leader to be a strong communicator with attention to detail, and an adaptive self-starter that thrives in a respectful, supportive, fast-paced environment.

Specific Responsibilities

Donor Relations and Cultivation

- Help our donors accomplish their philanthropic goals through a relationship with our organization and understand the impact of their gifts.
- Develop and execute the annual fundraising plan with the Board Development Committee with the goal of raising \$1.6 - \$3 million annually.
- Generate new ideas that increase revenue and donor loyalty.

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- Report on progress to senior management and the board.
- Oversee the cultivation, growth, and management of individual donors. The Director will be responsible for building and maintaining a portfolio of over 50 individual major donor prospects while expanding the base of existing donors.
- Develop relationships and build community and culture with students, staff, volunteers, and donors.
- Develop and implement a strategic Development Plan in partnership with staff and Board members.
- Create strategies to increase donations from individual donors—both current donors and prospective major donors and work closely with the Board to acquire new major donors and cultivate existing ones.
- Enhance on-going donor stewardship and acknowledgement systems with current and potential donors.
- Make direct, face-to-face solicitations.
- Produce an annual donor recognition event.
- Conduct site visits for donors and foundation partners.

Foundations and Grants

Lead foundation and grant fundraising campaign

- Identify potential private foundations, public foundations, and corporate funding sources to support and expand the agency programs and maintain foundation revenue goals and develop and submit proposals accordingly.
- In partnership with Executive Director, develop and strengthen First Graduate's relationships with foundations.
- Manage existing portfolio of over 25 foundation grants and submit required reports and grants progress to funders.
- Develop and submit grant applications and contracts with support of Program Director, grant writing consultant, and Executive Director.

Fundraising Events

Develop and implement fundraising events

- With the Development Committee, plan and implement the annual Cap & Gown benefit event whose goal is to raise \$250,000.
- Partner with Board members and major donors to implement house party/Giving Circle engagement opportunities and other donor cultivation events.
- Provide support for volunteer appreciation events.

Data and Systems Management

Establish and maintain donor development systems, processes, and workflow

- Develop and ensure donor cultivation workflow including process/protocol related to each stage of the cultivation process, from identification to first communication to solicitation to acknowledgement.
- Generate fundraising reports for Leadership team, staff, and Board to track progress against benchmarks and Development Plan.
- Work with Executive Director to manage cash flow projections on a monthly basis.

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- Manage systems and software to track and cultivate donors and prospects, including our donor database and other tools.
- Communicate fundraising goals throughout the organization and equip team members to reach them.
- Identify staffing needs, interview candidates, and on-board well-qualified personnel.

Staff Leadership Team

- Active member of the leadership team that is responsible for helping to shape agency strategy and implementing the agency's operating plan.
- Support the goal of creating stronger management unit via cross-functional collaboration and support.
- Fulfill organizational duties as they arise including participating in staff meetings, special committees, event planning, and implementation.
- Serve as lead for Development Team, managing one full-time staff and two contract staff to facilitate marketing, communications, fundraising and grant management for the agency as a whole.

Marketing Communications

- Lead First Graduate's social media strategy: LinkedIn, Twitter, FaceBook, Instagram and others, as appropriate in collaboration with others and direct and implement online and offline campaigns to raise funds for specific projects and general operating support.
- Ensure that donor acknowledgments are relevant, current, and issued within 48 business hours of gift receipt.

Minimum Qualifications

- Bachelor's degree in a related field or equivalent experience in business, fundraising or nonprofit management.
- At least 3 years of experience and success with major donors, corporate, and foundation fundraising.
- Exceptional interpersonal, communication (oral and written), public speaking, and presentation skills.
- Commitment to working in under-served communities.
- Confidence, flexibility, and the ability to lead, plan and manage change are essential.
- Ability to generate respect and trust from staff and external constituencies.
- Excellent judgment, strategic thinker, enthusiastic and entrepreneurial.
- Ability to work well within a multicultural team environment with high standards, integrity, and a sense of humor.
- Bilingual Spanish/English or Cantonese/English or Tagalog/English preferred.
- Demonstrated management and leadership abilities, including strong planning and organizational skills

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Additional Requirements

- Employment is contingent upon clearance of a criminal background check through the FBI and CA Department of Justice as well as clearance through the National Sex Offender Public Website.
- All potential employees are required to obtain and submit the results of a current TB test.

Compensation

- Salary range is \$80,000 - \$85,000 commensurate with demonstrated skills and experience.
- Comprehensive benefits package, including generous vacation (three weeks in first year, increasing to 5 weeks after 5 years), paid holidays (usually 15-18 days), two personal days each calendar year, office usually closed week between Christmas and New Year's Day, 10 days of paid sick leave each calendar year, fully paid medical/dental plans, and a 403(b) Plan.

To Apply

Please send a cover letter and resume (PDF format) via email with "Development Director" in the subject line to: Terri Forman, Executive Director: tforman@firstgraduate.org. Please list three references and their contact information; we will only call after the interview.

Interviews will begin the week of August 5th and applications will be accepted until the position is filled. **No phone calls please!**

Non-Discrimination Policy

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, or protected veteran status.

For more information about First Graduate please visit www.firstgraduate.org