

F¹IRST GRADUATE

JOB ANNOUNCEMENT

DIRECTOR OF DEVELOPMENT

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.

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.

The Opportunity

We are looking for an experienced and dynamic fundraiser and manager to join our team as Director of Development. The Director of Development will lead us in securing philanthropic resources to fulfill our mission.

Location

San Francisco, CA. We are a hybrid organization but would prefer a candidate that calls the Bay Area home and is familiar with the local philanthropic landscape.

The ideal candidate for this position will leverage demonstrated fundraising skills, leadership abilities, an extensive personal network to effectively build rapport with our team, our supporters, and the external stakeholders with whom our organization partners. A successful Director of Development will bring a dynamic leadership style and an outcomes-oriented approach to Development.

Reports to: Executive Director

Essential Responsibilities

Strategy (10%)

- Work closely with Executive leadership to build a strategy that will engage private donors and philanthropic partners so that our organization will be able to successfully raise the funds required to run our organization.

- Work with Executive leadership to create a strategy around identifying and applying for funds so that we can pilot and operate new programs.
- Ensure alignment to strategy, process, and cross-team collaboration at all times so that our organization can function efficiently and effectively, leaving as much time as possible to serve our stakeholders.

Securing private funding from individuals (40%)

- Meet or exceed fundraising targets by cultivating and soliciting large and multi-year gifts so that First Graduate will have the resources to support our students and their parents/caregivers in a meaningful and substantial way.
- Drive fundraising activity, managing clear goals and performance metrics so that the entire organization can engage in fundraising with purpose and momentum.
- Communicate pipeline progress and status of goals on a consistent basis to other leaders within our organization, so that the team will be better able to strategize for future programs and provide our stakeholders with accurate information.

Secure funding through grants and RFPs (15%)

- Project manage new grant and RFP applications. Work with our contract grant manager to outline, draft, edit and submit grant proposals and reports about FG programs and services for private, community, and corporate foundations and government agencies so that we can have increasing and lasting community impact long term.
- Provide excellent editing and proofreading for all grant materials to ensure that our organization is always presented in a polished and professional manner, giving us the best chance at winning proposals and grants.
- Conduct regular prospect research in order to expand funding sources.
- Manage cross-team collaboration to gather insights and report to funders on progress toward grant objectives.
- Help manage and strengthen relationships with philanthropic partners, follow up on information requests, move funding conversations forward, and support periodic one-on-one check-ins.
- Keep grant acknowledgment letters updated and ensure all funder contributions receive a timely acknowledgment.

Secure funding from mission-aligned corporations (10%)

- Create and enhance partnership opportunities for current and prospective corporate supporters.
- Develop and implement a strategy to recruit new corporate supporters.

Communications (10%)

- Help create fundraising campaigns (end of year and issue-focused campaigns) that rally individual donors and foundation partners to support First Graduate's work.
- Collaborate with the marketing team to draft emails, social media, and webpage content for our community of existing and prospective donors.

- Work with the leadership team to design and implement a communications strategy that engages funders in areas of First Graduate's work that they care about.
- Contribute to First Graduate's annual report—a digital-based reflection on the work SFND accomplished and our vision going forward.

Project & systems management (10%)

- Help keep the grant calendar up to date with all ongoing philanthropy projects, using the calendar to manage and assign tasks and ensure all deadlines are met.
- Maintain Salesforce records and work closely with the Operations Manager and accounting firm on regularly scheduled reconciliation.
- Ensure that tax receipts and donor acknowledgments are sent out in a timely way.
- Maintain our profiles on and manage reports across donor platforms (GiveLively, Benevity, YourCause, Greater Giving, The GivingBlock, Overflow) so our profiles are up to date, consistent, and drive donor campaigns.

Leadership and management (5%)

- As our team grows, manage direct reports in a collaborative, team-based environment, thinking through staff development, roles, and team growth as needed in order to maximize the philanthropic potential of the region.
- Serve as the primary fundraising contact for the Board of Directors. Staff the Development Committee, helping establish the group's annual strategy and priorities and ensuring that members are supported to effectively cultivate and solicit major donor prospects.
- Oversee volunteer and fundraising events, in collaboration with the staff and Board Development Committee.

Qualifications

- Bachelor's Degree required. Advanced degree a plus
- At least 4 years of successful, senior-level experience in fundraising or relevant field; experience in nonprofit human services organizations is highly desired
- At least 2 years experience managing/supervising staff
- Experience engaging and motivating diverse individuals and groups toward accomplishing goals
- Ability to conceptualize, develop, implement, and assess innovative fundraising strategies, including earned revenue and holistic corporate partnerships
- Self-starting, goal-oriented individual with demonstrated ability to conduct major gift solicitations
- Ability to think cross-functionally and consider far-reaching implications of decisions outside of their own team
- Results and impact-oriented. Ability to solve problems creatively and effectively.
- Ability and willingness to travel locally and, on rare occasions, nationally. Ability and willingness to work evenings and weekends as needed for donor meetings, events, board meetings, etc.

- Understanding of and appreciation for the mission of a leading human services nonprofit organization; ability to articulate and advocate for organizational vision and goals clearly and persuasively.
- Excellent interpersonal and writing skills.

Compensation And Benefits

- This is a full-time position with a salary of \$95,000 to \$115,000.
- Comprehensive benefits package, including generous vacation (three weeks in the first year, increasing to 5 weeks after 5 years), paid holiday (usually 15-18 days), two personal days each calendar year, the office is usually closed the 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.

Our Hiring Process And Timeline

- We will read your resume and cover letter. Please tell us why you are interested in the role, what resonates the most about First Graduate's work and share examples of past work you've done that makes you a strong candidate.
- We'll review a writing sample. Provide the best example you can share that showcases your power with words - to inspire and motivate people for causes you're passionate about.
- Applications will be reviewed on a rolling basis until the position is filled.

We hope the selected candidate can start ASAP.

Equal Opportunity Employment: First Graduate is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. We do not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.

San Francisco Fair Chance Ordinance: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Deadline: Applications are processed on a rolling basis. The position will remain open until filled.

Please send your resume, cover letter, and writing sample to tforman@firstgraduate.org