



First Stop for Families

Cope Family Center

Job Title: Development Director
Status: Full-Time/Salaried/ Exempt
Reports to: Executive Director

About the Organization

Cope Family Center has been empowering Napa County families to create happy, healthy lives for their children through child abuse prevention, parent education, and self-sufficiency services since 1972. In response to an increase in reported local child abuse incidences over the last few years, our nonprofit organization is currently developing an ambitious 3-year strategy to expand programs and services.

Cope seeks an exceptional, 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 and an innovative Leadership Team in managing the organization.

Job Summary

The Director of Development's primary role is to provide professional leadership and coordination of Cope's annual and long-term fundraising strategies and activities. S/he is responsible for ensuring the stability and growth of multifaceted revenue streams that include individual giving (major and planned gifts), institutional giving (foundation, corporation, and state and federal government), special events (fundraising, outreach, and advocacy), and a direct marketing program (traditional direct mail and e-philanthropy). S/he supervises and mentors the Development Team consisting of the Community Engagement Manager, the Grants Manager, and the Communications and Development Coordinator and reports to the Executive Director.

Key Responsibilities

- Lead efforts to raise annual operating revenue, currently \$2 million and growing
- Develop and implement annual and long-term fundraising strategy and plans, including a focus on multi-year support and the creation of an Endowment
- Scan national, state, and local policy landscape for new funding sources that support Cope's core programs
- Grow cost-effective, targeted solicitation programs and refine fundraising programs to attract new donors
- Oversee the development of grant proposals and all grant/contract reporting
- Oversee the comprehensive, timely, and innovative stewardship of all gifts

- Establish and monitor program performances and goals as they pertain to funding sources; set objectives, establish priorities, conduct annual fundraising performance assessments, and issue reports
- Develop annual public relations plan for Cope
- Research, write and deliver promotional presentations
- Oversee the management of the donor database, database functions and reports
- Provide strategic and marketing oversight of all donor materials and strategic support on external stakeholder communications, including press releases, newsletters, brochures, press coverage articles, and annual report
- Oversee the planning and coordination of fundraising, volunteer and donor events
- Effectively manage and organize the department's day-to-day operations and budgets
- Oversee gift record-keeping, including adherence to donor-restricted funds, and partner with the Finance and Program Directors on funding compliance and reporting
- Use database and financial management systems to analyze progress against plans, monitor expenses and fundraising efficiencies, and ensure security of all donor records
- Develop and nurture a diverse and high-quality staff that is well prepared to meet the goals of a growing organization
- Collaborate with other departments to create an appreciation for, and inclusion in, the development function
- Represent the organization to the community and media.

Qualifications:

- Demonstrated success managing a development program of comparable size with 5-7 years of experience in nonprofit fundraising, including grant-writing and the solicitation of support from corporate, business, government and individual donors, as well as private and community foundations
- An understanding of the current best practices and emerging trends in the sector
- A Bachelor's degree, with further study (CFRE, MBA, or equivalent) preferred, or an equivalent combination of education and work experience
- Strong track record of personal success in identifying, cultivating, and soliciting major individual, foundation, and corporate donors; plus experience with state and federal grants strongly preferred
- Knowledge of Napa and Bay Area funding and the health and human services community strongly preferred
- The intellectual depth, maturity, self-confidence, and interpersonal skills to build and maintain relationships with people of diverse backgrounds within and outside the organization
- Excellent communication skills—both oral and written—with an ability to inspire others to support Cope and become fundraising agents for its mission
- Proven analytical and strategic skills, with experience creating strategic fundraising plans and objectives, and the detail orientation and follow-through to implement those plans
- Proven ability to build and manage a cohesive, high-performing staff and to develop skills and nurture professional growth of staff members
- Knowledge of national child abuse prevention, education, and other relevant funding communities

- An appreciation for the mission and growth aspirations of Cope and a strong commitment to children, building healthy, self-sufficient families and preventing child abuse and neglect
- Experience with budget development and monitoring
- Experience in event planning and management
- Creative, results- and detail-oriented multi-tasker able to work well under pressure to meet deadlines
- Must be familiar with Microsoft Outlook, Word, Excel, and Power Point; web content management systems; database management (Salesforce preferred)
- Occasional work on weekends and evenings required
- Valid California Driver's License and own mode of transportation
- Must pass DOJ and FBI fingerprinting and background check
- Other tasks as assigned.

This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty.

Deadline to apply: Monday, April 10, 2017
First Interviews: Week of April 17, 2017
Start Date: May 15, 2017
Compensation: Competitive, commensurate with experience; full-time, salaried, exempt.
Benefits: Immediately qualified for: Partial Medical Insurance; Full Dental, Vision and Accident Insurance; Paid Holidays, Vacation- and Sick-Time Accrual. 401K Match after qualifying period.

Please apply via email to: Susanne Costanzo, Cope Family Center HR | scostanzo@copefamilycenter.org | Subject line: Cope Development Director

We will only consider inquiries complete with current resume, salary history, and a cover letter specifically stating how you feel your qualifications match what we are looking for in our new Development Director. We look forward to hearing from you.

Cope Family Center is an equal opportunity employer. Federal and State laws and the Agency's policy prohibit employment discrimination against applicants for employment and employees on the basis of age, ancestry, sex/gender (including gender identity,) pregnancy, childbirth and related medical conditions, marital status, registered domestic partner status, medical condition related to cancer or genetic characteristic, national origin, physical or mental disability, race, religion, sexual orientation or veterans' status. Discrimination is also prohibited on the basis of a perception that a person has any of the above characteristics.