



## **Director of Development**

### **Overview**

Reporting to and in partnership with the Executive Director (ED), the Development Director will spearhead development efforts as the Sonoma Valley Education Foundation (SVEF) continues to grow. A new position in the organization, the Development Director will work with the ED to create an annual fundraising plan and direct, lead and manage strategy for assigned channels.

The purpose of SVEF is to fund and support educational programs and initiatives for Sonoma Valley students that improve student performance and long-term outcomes, and increase equitable access to educational opportunities. In partnership with the Sonoma Valley Unified School District, we identify and fund high-impact opportunities, and monitor programs and investment areas so we can report on results. We currently raise roughly \$2 million annually for programs and operations.

### **Responsibilities**

The Director of Development is responsible for planning, organizing, and directing fundraising strategy in direct response (mail, email), grants, events, and business partnerships. The Director works closely with the ED and the Board of Directors in all development and fundraising endeavors, which allow us to carry out our mission and maximize our impact on Sonoma Valley students.

#### **1. Fundraising**

- In coordination with the ED, develop and execute annual fundraising plan
- Secure financial support from individuals, foundations and businesses
- Manage the systems and software to track fundraising campaigns and oversee staff responsible for data entry and gift processing
- Overseeing organization of signature fundraising and donor stewardship events
- Develop and track proposals and reports for foundation and corporate fundraising
- Generate new ideas that increase revenue and donor loyalty

#### **2. Program Management**

- Assist in the development of program design, metrics and objectives, and monitor and evaluate program performance
- Report on program performance to the board, donors and the public

#### **3. Administration and staff development**

- Oversee the development budget and monitor expenses
- Recruit, train, and support key volunteers to assist in advancement efforts
- Communicate fundraising goals throughout the organization and equip team members to reach them

This position will have staff support (administrative and event) to carry out these duties.

PO BOX 493 17878 RAILROAD AVE SONOMA, CA 95476 (707) 935-9566

WWW.SVGREATSCHOOLS.ORG

A 501 (C)(3) ORGANIZATION TAX ID #68-0279152



### Qualifications

Our ideal candidate will have a bachelor's degree and a minimum of five years of demonstrated success in fund development, with experience desirable in grants and direct response fundraising. They should also be adept in using data, via CRM nonprofit software, donor databases and other fundraising technology to inform fundraising strategy.

- Bachelor's Degree preferred
- Five-plus years demonstrated success in development, including experience with grants and direct response fundraising
- Demonstrated experience in organizational, managerial, and communication skills
- Knowledge of donor database software
- Work well in a team environment
- Knowledge of public education and local education issues a plus

Compensation commensurate with experience.

To apply: Please send a cover letter and resume to [angela \[at\] svgreatschools.org](mailto:angela@svgreatschools.org). Include the names and contact information for three professional references. In your cover letter include your salary requirements.

SVEF is working in a remote format until further notice. The Director will be expected to work from the Sonoma office once we resume in-person format.

PO Box 493 17878 RAILROAD AVE SONOMA, CA 95476 (707) 935-9566

[WWW.SVGREATSCHOOLS.ORG](http://WWW.SVGREATSCHOOLS.ORG)

A 501 (C)(3) ORGANIZATION TAX ID #68-0279152