



Position Title: Fundraising Director

Reports To: Executive Director

Exemption: Exempt

Salary Range: \$96,000 - \$101,000 per year

Date: February 2023

To apply:

Email resume and cover letter to Suzie Randall, Executive Director - [Suzie@okizu.org](mailto:Suzie@okizu.org)

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### **Who We Are**

Okizu is a Northern California non-profit serving children with cancer and their families.

Our mission is to help all members of families affected by childhood cancer to heal through peer support, respite, mentoring and recreational programs.

### **What We Need**

We are looking for someone who is passionate about our mission, experienced in and connected to the Northern California philanthropic community.

The ideal candidate is eager to help us optimize our current fundraising plan, and enhance our annual efforts.

The Fundraising Director will report to the Executive Director and will contribute to the execution of our mission by working with the existing team to diversify revenue streams and increase fundraising. The Fundraising Director is a highly energetic and external-facing professional with a track record of establishing and growing strong donor relations and closing up to six figure gifts.

The Fundraising Director will bring in new donors that add substantially to our funding base. This means being able to cultivate new relationships, clearly articulate the story, and find year-to-year supporters making gifts in the five to six figure range. This person will also take on an active role in the coordination of managing our existing base of loyal donors, and working with a capital campaign expert to support construction of a new campsite.

The Fundraising Director will be in the unique position of joining a non-profit that is growing, has a powerful and easy to understand mission, and a proven track record of executing on that mission.

## **Position Summary**

The Fundraising Director will be responsible for donor cultivation and stewardship, and continuing and enhancing our comprehensive fundraising program which includes foundation grants, corporate giving, and direct mail. The Fundraising Director will focus on developing new donors, stewardship, planned giving, and delivering gifts at significant levels of \$10,000+ from multiple donors.

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## **Organization Overview**

Okizu (oak-eye-zoo) comes from the Sioux language and means unity, to come together, to heal from a hurt, to make whole.

The mission of Okizu is to help all members of families affected by childhood cancer to heal through peer support, respite, mentoring, and recreational programs.

For more than 40 years, Okizu has been committed to the continuing support of the Oncology, Siblings, Family, Bereavement, and Teens-N-Twenties programs. These programs are the result of a collaborative effort between Okizu and the pediatric oncology treatment centers in Northern California. The specific purpose of Okizu is to operate peer support programs for children and families affected by childhood cancer based on the community-forming nature of an overnight camp experience.

We understand that the financial burden associated with a pediatric cancer diagnosis can be overwhelming and devastating for a family. For that reason, all of Okizu's programs are offered free of charge to the families we serve. This provides families, especially those in the low to moderate-income community, with the same opportunity to attend any of our programs that they are eligible for. We are dedicated to serving every child and family in Northern California and Northern Nevada affected by childhood cancer who wishes to attend, regardless of physical condition, geographic location, ethnicity, or economic background.

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## **Okizu Core Values**

### **Compassion**

We believe that compassion toward our families is at the core of everything we do.

### **Support**

We believe in serving families coping with childhood cancer.

### **Community**

We believe in creating a safe place where our families can connect with and care for each

other, and in creating opportunities for our supporters and volunteers to impact the lives of our families.

### **Empowerment**

We believe in building stronger selves and families.

### **Integrity**

We believe in being transparent, honest, and ethical in all of our interactions.

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## **Essential Duties & Responsibilities**

- Achieve organizational fundraising goals by managing major gifts, annual giving, grant writing, corporate partnerships, and direct mail.
- Be responsible for the identification, cultivation, solicitation, and stewardship of gifts from donors and prospects, with an ability to give \$10,000 or more.
- Identify and lead the development of new donors and funding streams.
- Oversee solicitation of funds and targeted direct mail campaigns, and multi-year pledges.
- Coordinate gift acknowledgment, tracking, stewardship, and cultivation processes.
- Take an active role in assisting in the coordination of a capital campaign to support construction of new campsite, under the leadership of a capital campaign expert.
- Oversee Grantwriter, including submission of grants, reporting to donors, and record keeping.
- Oversee legacy giving.
- Promote close partnership with Director of Marketing and Special Events and coordinate asks.
- Be an expert in our donor database, run sophisticated reports.
- Serve as an articulate and appropriate spokesperson and advocate for Okizu's mission and program in the community—participate in and attend community events to establish strategic relationships for potential funding.

## **Qualifications**

- Passion and enthusiasm for the mission of Okizu to support children with cancer and their families.
- Bachelor's Degree and a minimum of 3-5 years of progressive experience as a fundraising professional.
- Demonstrated experience and confidence in asking people to contribute time and money.

- Demonstrated ability to successfully plan and achieve short and long-term fundraising goals, and enthusiasm and ability to lead the achievement of ambitious fundraising efforts.
- Excellent organizational skills needed – must be able to prioritize responsibilities, and handle multiple projects and deadlines in a fast-paced, demanding environment
- Demonstrated knowledge of the best practices in fundraising.
- Demonstrated experience and confidence successfully securing major gifts.
- Ability to work independently and collaborate effectively.
- Cooperative, friendly, proactive, and helpful attitude with clients and co-workers of all ages and socio-economic backgrounds.
- Valid driver license and at least state required minimum of automobile insurance, clear DMV driving record and ability to provide own transportation.

#### **Knowledge, Skills, and Abilities:**

- Support the beliefs and principles of the Okizu organization.
- Knowledge and experience with Okizu camp program preferred.
- Ability to schedule and supervise staff.
- Desire and ability to work with volunteers.
- Excellent oral and written communication skills.
- Ability to solve problems as an individual and with a team.
- Master of Excel, Word, PowerPoint, etc.
- Experience with donor management systems preferred.
- Ability to work independently and collaborate effectively.

#### **Additional Organizational Requirements**

- Possess a positive attitude with strong work ethic, integrity, honesty, and sense of humor.
- Must be flexible, adaptable, and willing to thrive in an ever changing/ fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the workplace and in programs
- Compliance with state-mandated reporter requirements as an essential function of this position.
- Ability to pass background check.
- Attend Okizu signature events and other events as assigned.
- Be in a drivable distance to work in the office in Marin County for a minimum of two days per week. This position has some flexibility to work remotely as determined by

supervisor. Travel to offsite meetings and events regularly is required.

#### **Physical Aspects of the Position:**

- Ability to communicate and work with various groups of people.
- Valid driver's license and a good driving record are required.
- Stand, sit or remain in a stationary position at least 70% of the time.
- Stoop, kneel, and lift to move supplies.
- Possess endurance including prolonged standing, some bending, stooping, and stretching
- Ability to lift 40-50 pounds.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activity outdoors at camp.
- Physical ability to respond appropriately to situations requiring first aid.

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#### **Diversity, Equity, Inclusion, Access & Advocacy Statement**

Okizu strives to provide diverse, inclusive, and equitable environments throughout our programs – both in person and online – for the entire family affected by childhood cancer. Our programs require intentional work to build opportunities for high quality peer support and mentorship opportunities with others who have similar experiences within the pediatric cancer community.

In alignment with our values, Okizu welcomes everyone regardless of their sex, sexual orientation, gender identity, race, ethnicity, religion, family composition, or accessibility. We provide access to overnight recreation experiences for cancer patients, siblings, and their adults with as few barriers as possible.

In our camp environment, we create a safe space for campers to try new things, share their experiences, and feel a true sense of belonging. We do not tolerate discrimination, harassment, unwanted physical contact, hostility, or bullying in any capacity.

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#### **Vaccination Policy**

Okizu requires its employees to be vaccinated against COVID-19, subject to certain exemptions as required by law. New hires working at Okizu must be fully vaccinated upon hire. Please contact the Human Resources Department for a copy of the vaccination policy.

#### **Salary range and benefits**

This is an exempt position. The salary range is \$96,000 -- \$101,000 per year depending on experience.

Benefits include Medical, Dental and Vision insurance, 11 paid holidays per year, 10 vacation days. 403-b

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*The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. The Executive Director reserves the right to add, modify, change or rescind work assignments.*

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Okizu is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*

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