

Girls Incorporated of Alameda County Position Announcement

Title: Chief Development Officer
Reports to: Chief Executive Officer
Supervises: 2 Direct, 4 indirect

Founded 51 years ago, Girls Incorporated of Alameda County is an affiliate of the national Girls Incorporated, the nation’s leading expert on issues affecting girls and young women. Through innovative programs and cutting edge research, Girls Inc. is leading the effort to inspire all girls to be *strong, smart and bold*. Program areas include literacy development, health and sexuality, leadership and community action, math and science enrichment, college readiness, sports and fitness, plus culture and heritage.

SCOPE AND CHALLENGES

The Chief Development Officer is responsible for designing and leading all individual giving fundraising efforts for the organization, including family foundations, capital campaigns, planned giving, and large scale events. Manage the overall marketing and promotional functions to construct and market an appropriate image, develop ties with the community, and achieve fundraising and marketing goals. Manage department budgets. Participate as a member of the Senior Leadership Team to formulate and implement policies and plans to meet the organizations short and long-term objectives.

PRIMARY RESPONSIBILITIES:

- Lead, manage and supervise a team of 6 staff in all fundraising efforts including donor acquisition, direct mail, events, major gifts, grant writing, marketing, public relations, donor stewardship, cultivation and solicitation
- Develop, execute and expand existing annual fundraising plan
- Work closely with the Chief Executive Officer, Board, and volunteers to strengthen fundraising efforts
- Oversee and expand on successful individual gifts (including family foundations) and corporate fundraising efforts and oversee large special events
- Oversee and manage Major Donor program.
- Develop and oversee the production of fundraising and public relations materials
- Oversee planning and execution of individual giving campaign
- Oversee marketing and public relations plans to enhance public relations efforts and strengthen visibility in the community
- Manage board committees to raise money
- When necessary lead capital campaign efforts
- As part of Development Team, responsible for meeting department goals
- Other duties as assigned



**Girls Incorporated®
of Alameda County**

Inspiring all girls to be
strong, smart, and boldSM

CONTACT US
 (510) 357-5515
www.girlsinc-alameda.org
info@girlsinc-alameda.org

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ESSENTIAL KNOWLEDGE AND SKILL REQUIREMENTS:

- Bachelor’s degree required
- Strong communication skills, both verbal and written, including demonstrated presentation and public speaking skills and the ability to network.
- Strong and proven manager with eight to ten years experience in nonprofit diversified fundraising strategies
- Demonstrated abilities in incorporating diverse cultures, ethnicity, languages and abilities into supervision, proposals, marketing and presentations
- Successful experience working with nonprofit board of directors
- Excellent project management skills with the ability to exercise independent judgment and critical thinking.
- Excellent interpersonal skills, both in-person, virtual and via phone, and a positive customer service attitude with the ability to infuse stellar customer service into all activities.
- Proven teamwork skills.
- Strong planning and organization skills with attention to detail.
- Ability to analyze and interpret statistical data as well as maintain accurate data records.
- Thorough knowledge of MS Office applications, including Excel, PowerPoint, the Internet
- Ability to function effectively in a changing work environment.
- Proven skill at designing, supervising, and concluding successful fundraising projects.
- At least five years supervising professional and support staff
- A minimum of three years of supervising volunteers
- Ability to bend, lift, move up to 10 lbs.
- Demonstrated success in relationship management including the ability to cultivate, solicit and steward major gifts
- Ability to demonstrate a high level of ethics, integrity, diplomacy and initiative
- Essential knowledge of marketing and public relations
- Background clearance from the Department of Justice
- A valid California Drivers License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Possess effective interpersonal skills, be detail oriented and self-motivated
- Ability to work independently, under pressure and handle multiple projects simultaneously and meet deadlines
- Ability to work evenings/weekend when necessary
- Demonstrated success working in a team environment and independently



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DESIRED KNOWLEDGE AND SKILLS

- Masters degree preferred.
- Experience with Raisers Edge software
- Experience with capital campaigns and planned giving
- Demonstrated familiarity with the San Francisco Bay Area funding community

Girls Incorporated is an Affirmative Action/Equal Opportunity Employer

Salary: DOE
Benefits: Medical coverage, vacation, sick and holiday pay.
Start Date: This position will remain open until filled

To apply: submit a cover letter detailing your interest and qualifications. Provide us with three professional references and salary history (letters without salary history will not be considered) and resume to:

**Martha Mena
Senior Director of Human Resources
Girls Incorporated of Alameda County
13666 E. 14th Street, San Leandro CA 94578
mmena@girlsinc-alameda.org**

Employment is contingent upon a State Driver's license and good driving record. Clearance from the Department of Justice and Successful Completion of a background check through Employment Screening Resources required.

For more information about Girls Inc., please view our website at www.girlsinc-alameda.org

**girls
inc.**

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