



Job Description

Title: Development Director
Reports to: Executive Director
FLSA: Exempt
Employee Type: Full Time – 40 hours per week
Salary: \$70,000 - \$85,000

SUMMARY

The Development Director is a member of the senior leadership team and works closely with the Executive Director to develop and implement fundraising strategy for the annual operating budget, special projects, and campaigns surrounding Sunflower Hill residential communities and programming. The Development Director oversees annual, major, and planned gifts, grants, and special events. This position is critical to building greater capacity to support increasing funding requirements and more complex organizational programming.

ESSENTIAL FUNCTIONS

The essential functions listed below are general examples and not a description of comprehensive duties. Specific duties and responsibilities may vary depending on program needs without changing nature or scope of this position or level of responsibility. May be asked to perform other duties as assigned.

- Work closely with the Executive Director to forecast, implement and strategize fundraising efforts, including annual, major, and planned giving, and government, corporate, community, and foundation grants, while participating in solicitations, and developing targeted messaging.
- Plan and execute fundraising and other cultivation events; secure event sponsors and auction items.
- Manage an assigned portfolio of donors and prospects and conduct research on donor prospects.
- Ensure a high level of recognition and stewardship for contributions at all levels; foster an environment that offers a broad range of opportunities to participate.
- Utilize key leadership's time and talents appropriately with respect to cultivation, solicitation, and stewardship efforts.
- Work closely with the Administrative Assistant to maintain the donor database, providing leadership with giving reports and acknowledgements.
- Supervise and work with Communications and Outreach Coordinator to ensure consistent messaging, effective marketing plans, and print and press efforts are in keeping with institutional voice and identity.
- Staff the Sunflower Hill Board of Directors Fundraising Committee and work with other fundraising volunteers.
- Write and track fundraising proposals, reports and acknowledgements.

SCHEDULE

Full-time, 40 hours. Office hours are Monday – Friday, 8 a.m. – 5 p.m. but days/hours flexible – work as needed to accomplish tasks. Can work remote or hybrid. Weekends and /or events before or after regular business hours required as needed.

JOB QUALIFICATIONS

Knowledge in all key areas of development, including major, annual, and planned giving, corporate, foundation, community, and government grants, cultivation and stewardship, communications, and special events. Proven ability to cultivate, solicit, and steward leadership gifts. Intellectual depth, keen interpersonal judgment, knowledge, and collaborative skills to work effectively with a variety of internal and external stakeholders. Strong technical skills, experience with donor databases, and proficiency in MS Office. Strategic thinker with ability to keep track of details. Strong oral and written communications and management skills, and a demonstrated ability to build, lead, mentor, manage, and motivate an effective team. Must be comfortable working with people with all abilities.

Education

- College bachelor's degree or equivalent experience required.

Experience

- Work experience as a nonprofit Development Director or similar corporate position required. Proven ability to secure gifts of \$10-100k. Grant writing and fundraising event execution required. Work within and experience with small nonprofits desired.

Licensure and Other Requirements

- Valid CA driver's license and automobile insurance
- Travel: Requires some travel within the Tri-Valley region
- Ability to pass background check

PHYSICAL REQUIREMENT/WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interact with computers and general office equipment.
- Heavy computer work: sitting and repetitive hand movements associated with keyboard and mouse use.
- Light standing, walking/ moving around an office environment.
- Ability to lift 10-20 pounds on an infrequent, but regular basis.
- Ability to work in a moderately noisy environment with frequent interruptions.
- Occasional visits to Sunflower Hill Garden – dusty, rocky and uneven dirt paths.
- Occasional visits to our Residential communities.
- This role can be performed remotely, in the office, or via hybrid model.

SALARY/BENEFITS:

Salary range is \$70,000 - \$85,000 and is competitive for similar size nonprofits and commensurate with experience. Benefits include the option for medical/dental/vision coverage, as well as 401k and generous holiday/vacation/sick time. Hybrid work model in place with flexible schedule.

TO APPLY:

Please send a cover letter and resume indicating your interest in the position to info@sunflowerhill.org.

Equal Opportunity Employer

Sunflower Hill strongly values diversity and is committed to equal opportunity and non-discrimination in all of its policies and practices, including the area of employment. Accordingly, Sunflower Hill does not discriminate against any person on the basis of race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply. Qualified applicants with criminal convictions will be considered after an individualized assessment of the conviction and the job requirements.
