

DEVELOPMENT DIRECTOR

San Francisco Bay Area

The San Francisco Housing Action Coalition and the Bay Area Housing Advocacy Coalition are partner organizations that advocate for housing at all levels of affordability in the San Francisco Bay Area and around the state of California.

We're looking for an inspired, strategic, detail-oriented, project management expert to serve as our Development Director. In this role, you'll bring our individual and institutional fundraising to the next level and help us build and manage the systems that will allow us to scope, pursue, and secure donations from a wide variety of businesses, organizations, and individuals.

This is a perfect role for an individual who has learned the ropes and is ready to spread their wings and grow with a new, dynamic and inspired team that's in it to win.

Please send CV/Resumes with a Cover Letter to Corey@sfhac.org. Applications must be received by December 31st, 2019.

Responsibilities include:

- In partnership with the Executive Director and Deputy Director, develop and oversee strategy for increasing membership and fundraising for events.
- Managing membership for nearly 200 member companies and organizations
- Support our board in individual fundraising efforts.
- Develop and build reports for the board of directors
- Staff Board Development Committee meetings.
- Oversee contracts with development consultants
- With the Deputy Director, managing the full lifecycle of grants and institutional funders, including but not limited to, stewarding funders and keeping them informed, writing and submitting letters of intent, proposals, and reports.
- Work with Communications and Development Associate to relay benefits of organization to prospect members
- Develop and oversee all membership fundraising and lead event fundraising efforts
- Develop materials
- Develop a strategy around donor outreach and make connections
- Develop and oversee implementation of donor communications and engagement

Qualifications:

- Minimum of 3-5+ years of increasing responsibility in non-profit fundraising or business development
- Proven track record of fundraising success, particularly by securing major gifts, successfully managing campaigns, and engaging a community of motivated supporters.
- Working knowledge of development best practices, trends in development, fundraising tools and technology, including donor databases, e-mail and online campaigns, and donor research.
- Prior experience with Salesforce, or other fundraising database preferred.

- Ability to balance multiple priorities in a complex environment.
- Public speaking experience
- Proven experience coordinating and executing large scale events

Some of the benefits of working for SFHAC:

- Mission driven organization with the goal of fixing California's affordability and displacement crisis.
- Awesome team of high impact, low ego people who are in it to win.
- Flexible work schedule.
- Professional development coaching.
- Employer-paid medical, dental and vision insurance.

Salary and Title:

This is a full-time position reporting to the Deputy Director. The salary based on experience, opportunity for bonuses, plus generous benefits.

Location: San Francisco, Bay Area

SFHAC is deeply committed to diversity. We strongly encourage people of color, first-generation Americans, new parents, single parents, people with disabilities, and members of the queer community to apply.

SFHAC is an equal opportunity employer. This means that we don't discriminate against people because of their race, ethnicity, sex, age, religion, national origin, marital status, pregnancy, personal appearance, veteran status, disability, sexual orientation, gender identity or expression, family responsibilities, or political affiliation