

Development Manager

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

The Development Manager reports to the Executive Director and is responsible for fundraising on behalf of the agency using a range of methods and campaigns, and for promoting the visibility of the agency through active marketing and public relations. Works with the Executive Director, the Board of Directors and the Development Committee to set and meet annual fundraising goals and strategies.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Grant Writing:

- Responsible for grant writing, submission, and reporting deadlines and budgets.
- Oversees the identification of new grant opportunities with foundations, corporations and government agencies, and the information and data needed to support strong narratives.
- Attends bidders conferences and oversees the request for proposal (RFP) process.
- Collaborates with Executive Director and program staff to identify funding needs and development of proposals.

Individual Donors:

- Builds individual donor base. Conducts prospect research on potential donors, manages donor cultivation, and solicitation through innovative formats.
- Manages donor stewardship including planning and implementing individual recognition programs and events.
- Maintains personal contact with donors in partnership with the Executive Director.
- Oversees donor database maintenance.

Marketing and Communication:

- Builds agency's public visibility and presence through marketing, public relations and media presence, and serves as a representative for the agency in the community.
- Plans and assists in the production of agency publications, press releases and other social media efforts.
- Plans and implements all aspects of fundraising appeals. Tracks and analyzes appeal and social media response and makes recommendations for increasing results.
- Co-chairs the Communication and Marketing Committee and works closely with social media team to implement consistent and compelling messages.

Management:

- Responsible for the recruitment and hiring and performance expectations of program staff to help meet program goals.

- Participates with the Management Team in agency planning and development, including the promotion of a culturally responsive agency atmosphere where staff members of various backgrounds feel respected and valued.
- Work collaboratively with all departments and programs to ensure the successful achievement of all agency/program goals.
- Recruits and supervises volunteers to support development activities and functions as needed.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Minimum of three years' experience in nonprofit development with an emphasis on grant writing.
- Proven track record of successful grant applications at \$50,000 and up level.
- Demonstrable experience with fundraising principles.
- Experience with on-line giving and marketing via social media platforms.
- Demonstrated computer skills including proficiency in Microsoft Office and Blackbaud an online fundraising database and/or similar software products
- Experienced in working with nonprofit financial statements and project budgets.
- Demonstrated affinity for interacting with individual donors and other funders.

Other skills required:

- Exceptional writing and editing skills with ability to translate program initiatives and impact into strong solicitation letters, proposals and reports for a variety of audiences.
- Excellent communication, interpersonal and customer service skills; comfortable with public speaking.
- Understanding of best practices in institutional giving — familiarity with local businesses and foundation community a plus.
- Experience working with prospect research tools, donor databases (Blackbaud a plus) and Microsoft Office applications.
- Knowledge of best practices in social media communications and on-line giving platforms
- Ability to prioritize and manage multiple projects at once in fast paced, deadline-driven environment.
- Ability to work independently and as part of a team.
- Self-starter, strong organizational skills, attention to detail and creative problem solving.
- Strong leadership skills and ability to utilize a strength-based approach that respects different perspectives and fosters positive team morale.
- Ability to exercise good judgment.

Special Requirements:

- Must pass criminal records clearance.
- Requires some driving on agency business so must have access to reliable transportation, maintain a valid CA driver license, current auto insurance and a clean DMV record.
- Flexibility to work occasional evenings and weekends for meetings and special events.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

COMPENSATION: \$75,823.80-\$77,719.39. Pay rate is commensurate with education and experience and competitive in the non-profit environment.

LOCATION: Oakland

WORKING CONDITIONS: Due to COVID 19, employees are working remotely until further notice, with an option to work in office if appropriate.

EMPLOYEE STATUS: Full Time

WEEKLY HOURS: 37.5 (*Full Time positions are based on a 37.50 work week*)

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 12 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits

TO APPLY: Send your resume and **cover letter** to Angela Dant. **Resumes without cover letters will not be reviewed.**

Email: adant@familypaths.org

Fax: 510-510-893-2074

Website: www.familypaths.org