



Pro Kids | The First Tee of San Diego

Director of Development

POSITION TITLE: Director of Development

SCHEDULE: Monday through Friday;

DEPARTMENT: Fund Development

Occasional weekends

LOCATION: City Heights; occasional travel to Oceanside

SALARY RANGE: \$65,000-\$75,000/annual

SUPERVISOR: Chief Executive Officer

CLOSING DATE & TIME: 10/11/19 at 6:00PM PST

STATUS: Full-time; Exempt

Founded by former AFL/NFL player Ernest H. Wright, Sr. and incorporated as a 501(c)(3) public charity in 1994, Pro Kids, is a leader in providing underserved youth in San Diego County opportunities through positive life-changing experiences. Pro Kids | The First Tee of San Diego challenges youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

Pro Kids | The First Tee of San Diego is a committed community of excellence through our shared values of:

- Perpetual Growth
- Integrity
- Building Community
- Good Stewardship
- Compassionate Communication
- Embracing Challenge

Pro Kids | The First Tee of San Diego has two primary program campuses in City Heights & Oceanside.

Position Summary: The Director of Development (DOD) is responsible for the execution of the fund development and communication goals of Pro Kids | The First Tee of San Diego. The DOD leads Pro Kids' effort to achieve its annual fundraising goals, using a results-based, sales-driven strategy to drive and deliver success. The DOD brings together three key functions: development, external communications, and events, with a focus on relationships and results. The ideal candidate is an entrepreneurial, highly collaborative, and seasoned fundraising professional with demonstrated experience in annual giving, major gifts, corporate and foundation giving, grant writing, planned giving, event-related fundraising, and capital campaigns.

The DOD will lead fundraising operations--informing and integrating staff from across the organization in the development effort by developing a fundraising strategic plan, enhancing processes and systems to increase efficiency, and supporting the CEO and Board of Directors to build a long-term fundraising model.

In addition, the DOD will work with the rest of the leadership team to ensure alignment of external communications with the mission, vision, and goals of Pro Kids; including design and execution of a comprehensive external communications plan which promotes, enhances, and protects Pro Kids brand and reputation.

The DOD will report to the CEO and engage with the Board of Directors to achieve and expand organizational fundraising.

Key Duties and Responsibilities:

Development

- Research current and prospective donors to coordinate organization's effort to raise annual and long-term revenue goals
- Personally solicit gifts and grants from foundations, corporations, community organizations and selected individuals and respond to donor concerns and requests
- Create, implement and manage stewardship initiatives (e.g. regular phone calls, thank-you mailings, donor recognition activities, board thank-you notes, etc.)
- Ensure donor engagement records and systems are consistently kept up-to-date and accurate via Salesforce database
- Analyze demographic and statistical donor data to implement strategies for identifying, cultivating, and engaging prospective donors, including moves management
- Synthesize and analyze revenue data to assess the organization's progress-to-goal; collaborate with senior and program teams to strategize and implement key actions to push progress to goals
- Partner with the CEO to develop the pathways for future growth and strategies
- Determine annual and long-term fundraising goals, strategies and execution plans via annual Fundraising & Communications Plans
- Initiate, maintain and secure major donor meetings and support – will work closely with CEO and Board of Directors to secure long-term major donor support
- Serve as one of main external leaders for fund development, resource procurement and communications
- Provide concise and accurate fund development and communications reports to CEO and Board of Directors, as requested, self-identified and directed
- Oversee and lead creation and distribution of annual report and other key fund development/communications publications
- Oversee all special events related to fundraising and gift cultivation, including: working with volunteers and stakeholders, as needed; setting goals for events; identifying event sponsors and underwriters; and overseeing all other details related to each event and meeting approved fund development goals.

- Provide management and mentorship to the Communications & Events Coordinator and oversee grant writer(s)

Grant Management

- Manage the grant program: research, write, assign to appropriate staff in order to submit, track, and report
- Serve as staff lead liaison for fund development committee meetings, driving the discussion about major donors, corporate and foundation giving and following up with committee members as appropriate
- Track foundation and corporate donor conversations, utilizing Salesforce donor database and sending communications in a strategic and timely manner.

Corporate Partnerships

- Cultivate and maintain communications and interfacing with major donors and prospects
- Develop strategy for regular communications with grant prospects and donors
- Identify opportunities to strengthen corporate and grant funder partnerships including but not limited to funding, volunteers, field trips, and internships for our scholars

Communications

- Strategically cultivate and leverage relationships with relevant funding entities and partners in order to maximize the impact of Pro Kids' brand, efforts, and impact in the community
- Provide oversight of multi-media and communications including development of brand-centric promotional & marketing materials
- Create reports and document trends for the leadership team to evaluate grants and corporate philanthropy
- Serve as lead creative director for media relations, marketing and social media branding – delegate communications tasks to appropriate staff
- Lead marketing and communications initiatives with materials to ensure consistent messaging, including monthly newsletters, donor appeals, etc.
- Identify opportunities to acknowledge foundations and corporate partners
- Provide lead strategic support for special events (annual golf tournament, annual gala, beneficiary events, etc.)

Knowledge, Skills and Abilities:

- Bachelor's degree from an accredited four-year college or university is required; a master's degree in a relevant field (e.g. business administration, nonprofit management) preferred
- A minimum of five years of professional experience is required, with at least 3-5 years of progressive experience in non-profit fundraising/development
- A track record of successfully soliciting and closing gifts, preferably in the amount of \$25,000 or above

- Understand high-level stakeholder interactions and communications
- Understanding and interest in fund development and nonprofit funding trends, as well as visually-appealing and call-to-action marketing ideas
- Exceptional organizational skills and dedication to detail, with experience managing multiple deadlines and complex assignments
- Ability to “not miss a beat” in an entrepreneurial, goal-oriented, fast-paced and frequently changing environment
- Ability to critically identify system inefficiencies, anticipate challenges and gaps, and contingency plan accordingly
- Experience with planning and executing high-level fundraising events is preferred
- Exceptional oral and written communication skills; effectively presents information and promptly responds to inquiries from prospective supporters, partners, and other external stakeholders
- Ability to relate well and network with many types of people, from students to public officials
- Ability to work independently and as a member of a collaborative team
- Desire and ability to learn new tools and technologies needed to maximize efficiency and quality
- Ability to prioritize, handle multiple tasks, and meet deadlines
- Ability to maintain confidentiality
- Experience with grant writing is highly preferred
- Computer proficiency, including e-mail and MS Office, required; experience with donor databases such as Salesforce strongly preferred
- Experience with various marketing platforms and software, including Constant Contact, WordPress, Canva strongly preferred
- Bilingual (English/Spanish) highly desirable
- Must exemplify commitment to Pro Kids' mission and values

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Travel and Hours

- Regular travel to Oceanside campus for operations and staff tasks are expected
- Occasional weekend and evening work will be expected

Qualification and Training Requirements (within 30 days of employment)

- Completion of Child Abuse Prevention training
- CPR, First Aid; AED Certification

Prior to reporting to work

- Clear background check
- Clear driving record check

Eligible benefits include health, dental, vision, paid time off, holiday pay, simple IRA match and regular access to golf facilities.

Physical Requirements and Work Environment: Position requires standing, walking, crawling, and sitting. Position involves use of a keyboard involving repetitive motions with fingers, and the use of a telephone and face-to-face communications that require accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. Position also requires close vision, distance vision, and the ability to adjust focus. The employee is occasionally required to sit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pro Kids provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

To apply, please email your resume and cover letter to Viri Mendoza at pkcareers@prokidsonline.org