



THE ORGANIZATION

Located in East Palo Alto, the [San Francisco 49ers Academy](#) is a private nonprofit agency embedded in the public school system that provides on-site services, staff, and programs to middle and high school students. Our program model allows us to address the ongoing challenges facing low-income students and help bridge the ever-widening opportunity gap.

Our mission is to provide adolescent students with a community of support that empowers them to be engaged in school, reach their full potential, and achieve academic and personal success in middle school, high school, and beyond. By providing students with the resources, relationships, and services they need, the 49ers Academy is changing lives – one student at a time.

POSITION OVERVIEW

The Director of Advancement serves as a key leadership team member and an active participant in making strategic decisions affecting the organization. The Director will be instrumental in engaging the Board, the Executive Director (ED), and the executive management team in creating and implementing a long-term fund development strategy that can sustain and strengthen all fundraising and development needs for the entire organization.

The Director will help forge new relationships to build the organization's visibility, impact, and financial resources. Additionally, the Director of Advancement will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. They will lead and manage the communication and marketing strategy for the entire organization to rigorously engage new foundations, corporations, and individual donors, growing locally and nationally resources and secure funders to provide a deep investment in program expansion.

The Director will be primarily responsible for establishing and implementing the infrastructure needed to grow the budget by soliciting major gifts, state and local grants, special events, and corporate and foundation support. This position reports to the ED, supervises all development and communications staff and consultants, and serves as a development resource throughout the organization. This position requires a results-oriented leader whose passion for the organization's mission is matched with strong tactical leadership, outstanding interpersonal skills, crisp decision-making in the face of complex challenges, and a proven track record of non-profit fundraising.

Primary Duties and Responsibilities include but are not limited to the following:

Funder Relationships (20%)

- Provide strategic and logistical support for the ED to raise monies from foundations.
- Work with the ED to ensure the organization is on-target with its aggressive local and regional fundraising goals.
- Manage foundation relationships for long-term success.



- Provide strategic oversight of the development team's monitoring of relevant sources for funding announcements and conduct proactive research to identify and then pursue prospective foundation and corporate sources.
- Ensure submission of effective and timely proposals and reports to secure funding.
- Maintain strong relationships with local and regional funders while targeting new funders.
- Maintain a thorough and current knowledge of the organization's programs, successes, and strategies; produce and review all foundation and corporate communications.
- Ensure the department has a robust corporate giving plan, including a corporate giving pipeline and opportunities for corporate volunteers.

Board Stewardship and Major Gifts (25%)

- Work with Board Members to organize and manage gifts' cultivation, solicitation, and stewardship. Serve as senior staff liaison to the Fund Development Committee.
- Ensure growth for the organization's individual donor base through comprehensive individual donor retention and cultivation strategies such as fund drives for special projects and the organization's annual campaign, providing avenues for donor acquisition, renewal, and upgrading.
- Work closely with the ED, Board of Directors, and the development team to identify, cultivate, solicit, and steward major donors and prospects. Keep abreast of federal and state tax laws relevant to major donor gift prospecting.
- Produce and review all major donor communications, including major gift proposals (for gifts over \$5,000).
- Develop customized communications to prospects, including appropriately personalized acknowledgments.
- Establish and maintain relationships with new and existing donors, securing and coordinating pertinent information, meetings, and events.
- Build and manage a robust pipeline of potential donors.
- Oversee successful development activities such as donor cultivation events.
- Facilitate volunteer engagement of major donors as desired.
- Lead best practices and ensure excellent customer service to all donors.

Communication and Marketing Strategy (20%)

- Oversee development and implementation of the organization's communications and marketing strategy, ensuring excellence and mission/brand alignment in all agency collateral.
- Oversee the preparation and distribution of effective development communications, including the annual report, donor solicitation materials, newsletters, and other publications to support development goals.
- Collaborate with staff and consultants to ensure that website includes donor-focused content.
- Provide quality assurance that all materials, proposals, and reports meet standards of excellence established by the organization.



Management and Cross-Functional Collaboration (10%)

- Create and manage the annual development budget, including events, outreach, cultivation, solicitation, personnel, and operations.
- Hire, train, manage, develop, and supervise development team staff emphasizing succession and professional development.
- Lead team members in setting work goals and maintaining accountability for goal achievement.
- Ensure that staff members are resourced with individual professional development plans. Conduct annual reviews of direct reports.
- Oversee effective and accurate use of development software.
- Collaborate with the Deputy Director and programs team to ensure that the organization's revenue goals are met.
- Provide training for staff as needed to ensure consistent brand messaging.
- Support the finance team to ensure that all administrative requirements for funders, such as state registrations and audit reports, are completed in a timely fashion.
- In partnership with the Deputy Director, develop three-year budget projections and oversee private revenue reconciliation.

IDEAL CANDIDATE:

Ideal candidates will possess many of the following qualifications and competencies:

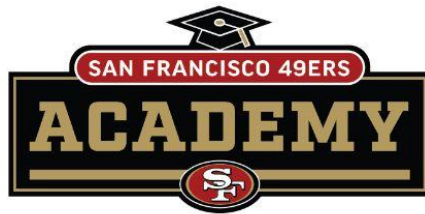
ORGANIZATIONAL MANAGEMENT EXPERIENCE – At least three years of experience serving a leadership team member, providing guidance on the organization's development strategies, and successfully implementing the vision, strategy, and organizational development priorities. Experience developing creative structures of support/accountability among peers and teams. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards.

FUND DEVELOPMENT – At least five to seven years' nonprofit development experience with demonstrated success securing \$150K+ grants from foundations and corporations. At least five years' experience managing Individual and Major Donor relationships. Experience matching funding sources with program needs. Considerable experience creating, leading, and aligning development strategy with finance/budget, human resources, program development, etc.

PEOPLE, PROJECT, AND PROGRAM MANAGEMENT SKILLS - Exemplary people management skills, strategic leadership abilities, and the ability to link the development of people with the achievement of organizational outcomes. Effective team leadership skills. Cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires. Strong supervisory skills and proven success supporting staff development and empowerment. Demonstrated experience organizing, managing, and evaluating events, campaigns, or productions.

FIELD KNOWLEDGE - Understanding education, youth development, college and career success, and family stability.

LEADERSHIP – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively with the organization's many constituencies, including



staff, Board members, community partners, individual and institutional donors, and community supporters. A leader who can positively influence both strategic and tactical fundraising.

CULTURAL COMPETENCIES - Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.

DIVERSITY, EQUITY, AND INCLUSION - Committed to the organization's dedication to thread accountability across all efforts to support and sustain a racially equitable organization. Promote processes and communication that encourage organizational cultural competence and inclusion.

STRONG COMMUNICATION SKILLS – Exceptional oral and written communication skills, including the demonstrated ability to research, assimilate, and analyze information, compose reports and correspondence, and present proven data in a clear and inspiring manner.

DECISIVE NATURE - Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions, understanding the inherent risks and the implications of making tough decisions.

COMPUTER SKILLS – Strong capacity for using development databases. Proficiency with X systems. Experienced with database systems.

AVAILABILITY for occasional evening and weekend work and some travel as needed.

PHYSICAL DEMANDS

This is largely a sedentary role; however, some physical demands listed below are required to perform the essential functions of this job successfully.

- Typing, writing, reading, hearing, and speaking
- Use of hands and fingers to operate office equipment
- Frequent sitting
- Standing, walking, kneeling
- Some lifting and carrying up to 30lbs

ESTIMATED START DATE

August 2022

REPORTS TO

Executive Director

COMPENSATION & BENEFITS

Annual salary starts at \$100K and is commensurate with qualifications and experience, plus excellent health benefits, a 401K retirement plan, and generous paid time off.

SECURITY CLEARANCE

Must pass a background check; required by the school district

Possession of reliable transportation, valid CA DL, insurance, and clean DMV record required



HOW TO APPLY

The San Francisco 49ers Academy actively engages students, families, and communities from all backgrounds. As an equal opportunity employer, The San Francisco 49ers Academy is committed to providing employment opportunities to all qualified individuals and does not discriminate based on race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.

Email your cover letter summarizing your interest, fit with qualifications, compensation requirements, and experience, along with an updated resume to the Hiring Committee at career@49ersacademy.org. Please note "Director of Advancement Application" in the subject field. Resumes must have a cover letter to be considered.