



## Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 408.738.4321

Working to Prevent Homelessness and Hunger

### Director of Development & Communications

The Director of Development & Communications is responsible for securing financial resources through grants and appeals which will support the organization's current and future programs and services. In addition, this role is responsible for the planning, development, and implementation of all of the agency's marketing strategies, events, communications, and public relations activities, both external and internal. It is essential that this person embody the agency's culture of treating everyone with compassion and respect.

This position will report to Sunnyvale Community Services' Executive Director and will be a leading contributor in the areas listed below.

#### Essential Duties and Responsibilities:

- **Leadership** - function as a leader, thought partner, and a highly collaborative member of the leadership team
- **Accountability** - assume responsibility for meeting or exceeding annual cash revenue and spending goals
- **Responsibility** – hold organizational responsibility for the success of agency's cash fundraising efforts
- **Planning** – develop and execute a comprehensive multi-year development plan to grow revenue; develop and execute a comprehensive annual marketing and communications plan
- **Management** – oversee development and marketing/communications staff, and all related duties assigned to each
- **Capital Campaign** – work with the leadership team to define the case for support, and lead the plan to implement a \$5-7M capital campaign to raise funds for a new building
- **Annual Giving** - work closely with the Executive Director to seize growth opportunities in new, increased, and returning donors in all fundraising (individuals, Board, corporations, foundations);
- **Major Gifts** - create and implement SCS's major gifts strategy, with an emphasis on increasing the number and amount of gifts in the five-to-six figure range, including legacy giving
- **Fundraising and Donor Events** – manage all fundraising and friend-raising events for donors and potential donors; lead plans for our agency's 50<sup>th</sup> anniversary year celebrations in 2020
- **Stewardship** - oversee the donor database and donor thank-you process including letters, thank-a-thons;
- **Grants** – manage the grant research, acquisition, writing and reporting process for the agency, participating in all aspects, as appropriate including directing the efforts of the grant writer and other fundraising resources that may be needed;
- **Communications** – oversee all marketing programs and tasks, including online and print communications, social media, public relations, advertising, and event support.
- **Volunteer Development** – coordinate with program staff to invite volunteers to donate personally and through their workplace;
- **Presentation** – be an engaging storyteller, motivator, and advocate for SCS internally and externally

#### Knowledge, Skills and Abilities:

- Deep connection to the mission of Sunnyvale Community Services to prevent homelessness and hunger in Silicon Valley

- Seven+ years experience in a senior position in non-profit fundraising and development
- Proven ability to grow an organization, with experience in building a team and managing direct reports, contractors, and volunteers
- Past success in a leadership role for a capital campaign, with track record in supporting executive and board volunteers to secure six-figure gifts, and personal success in securing individual and corporate/foundation gifts (cash and in-kind)
- Ability to grow annual income while creating a comprehensive multi-year fundraising plan, establish goals, benchmark progress, and execute successfully for sustained success
- Facility in planning and implementing a successful individual major gifts program soliciting and closing five and six figure gifts; deep familiarity with best practices in identifying new donors, moving donors up the ladder of giving, and engaging and stewarding them
- Strength in partnering, engaging, and collaborating with board members and high-level donors across generations and ethnic backgrounds
- Experience in defining and using a donor database with high comfort level in entering and analyzing data to hone strategies and achieve goals
- Track record in identifying local foundation and corporate funding sources, editing and writing successful proposals, and reporting on results
- Accomplished communications professional with deep experience in marketing strategy and execution across online and print platforms
- Past success in leveraging marketing and communications strategies to expand donor base
- Excellent communicator (written, oral) across all audiences
- Self-starter able to work independently, but also collaboratively with all constituent groups
- Previous experience that demonstrates ability to successfully communicate about, and advocate for, the SCS mission with knowledge and passion and ability to build excitement around a cause
- Other: Must be able to lift 25 pounds - this is an office position requiring sitting, working on a computer, and use of phones, with local travel

**Characteristics we are looking for:**

- A deal closer who can energize and inspire donors
- Strong interpersonal skills/emotional intelligence
- Entrepreneurial
- Comfort developing strategy and executing
- Warm and welcoming presence
- Self-directed and excels within a collaborative and fast-paced culture
- Skilled, articulate communicator who is an excellent writer and public speaker
- Able to work seamlessly across interpersonal as well as analytical situations
- Possesses high energy and can hit the ground running
- Four-year degree in liberal arts, social science, or related areas required
- CFRE applicants preferred

**Compensation:**

A very competitive compensation and benefits package will be made available to the qualified candidate. Benefits include 11 paid federal holidays plus 4 days at the end of the year, accrued vacation and sick time, full “Platinum” level health insurance coverage for employees and 50% coverage of health insurance premiums for dependents, Employee Assistance Program, retirement plan contribution, and a very high energy and inspiring work environment. Sunnyvale Community Services is an Equal Opportunity Employer.

**How to Apply:** Please send confidential resume with cover letter to [mbernard@svcommunityservices.org](mailto:mbernard@svcommunityservices.org)  
Resumes will be accepted through February 28, 2019.