

## SENIOR DEVELOPMENT OFFICER

**Department:** Development

**Reports to:** Vice President of Development

### Position Summary

EBCF is embarking on a new direction in its relationships with its more than 400 donors to align their giving with a deeper analysis and reflection about the structural root causes of the persistent and growing inequities in our region. The Senior Development Officer therefore will be responsible for: (1) successfully stewarding and aligning a portfolio of donors with EBCF's mission of advancing a Just East Bay; (2) raising substantial new resources towards EBCF's mission; and; (3) helping educate and organize donors to become philanthropic and civic leaders for *A Just East Bay*. This position will take a development professional with a unique set of skills and social justice analysis. It combines donor stewardship, individual fundraising, social justice education and donor organizing. We are seeking skilled professionals excited about this new direction and with the passion and experience to make it real.

### Goals of Development Team

- Organize ~\$5M to move in alignment with *A Just East Bay* framework each year
- Raise ~\$30M of new money each year
- Recruit ~30 new donors each year

### Essential Duties + Responsibilities

- Support the philanthropy and philanthropic leadership of a portfolio of current donors, helping to ground them in social justice values.
- Cultivate new donors, with a particular focus on key areas of growth as identified by the Vice President of Development.
- Engage a portfolio (30-50) of current donors in becoming effective, powerful leaders for *A Just East Bay*.

### Core Qualifications and Required Skills

- **Passion for the mission of EBCF to advance *A Just East Bay*.**
  - **At least 7+ years of philanthropic advising/fundraising experience.** Has demonstrated experience fundraising with individuals and increasing their giving over time, preferably through a community foundation, donor-advised fund provider, or other philanthropic related institution.
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## EAST BAY COMMUNITY FOUNDATION

- **Relationship building skills** with a wide range of people. Skilled and excited to build trust with people, listen, ask questions, responsive to feedback, and build authentic relationships around the issues they care about, and activating those interests towards social justice.
- **A basic fluency in and comfort talking about oppressions** such as racism, sexism, and classism and an understanding of how their own experiences and background relate.
- **Results-oriented:** Someone who gets it done, determined, creative, and solutions-oriented.
- **Strong project management:** A strong track record of creating work plans, setting goals, measurable targets, balancing multiple tasks and projects, and meeting deadlines; strong administrative acumen and an excellent attention to detail. Comfort with effectively communicating about progress.
- **Team-player:** Have a 'low ego, high output' mindset. Highly collaborative, flexible, and open to shifting priorities and timelines and an ability to identify new, creative solutions when challenges arise. Excited to build a stronger organization that operationalizes its new mission, vision, and values, internally and externally.
- **Creativity & willingness to learn:** Excitement for and experience developing and executing new business strategies, testing bold approaches towards philanthropy, donor experiences and learning, while appreciating, learning from, and building on EBCF's rich history and tried and true models. Solicits and welcomes contributions from staff at all levels in the organization towards successfully building relationships with our donors.
- **Excellent communication skills** with the ability to communicate in a timely manner in a remote work environment via phone and email, as well as with challenging conversations around class and race with people with wealth.
- **Bachelor's degree required.**

### Our ideal candidate would have...

- Knowledge of and relationships in the East Bay, particularly around philanthropy and its social justice landscape.
  - Experience working with individual donors and families (especially major donors), particularly around issues of wealth and social justice values.
  - Belief in the importance of organizing donors to become powerful participants and allies in local social justice movements.
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## EAST BAY COMMUNITY FOUNDATION

### About EBCF

Founded in 1928, The East Bay Community Foundation -- one of the oldest and largest community foundations in the United States -- is a leading resource for mobilizing financial and leadership resources to transform East Bay communities. By leveraging its own philanthropic resources and position with those of the private, public, and non-profit sectors, EBCF is a critical force for change in the dynamically changing region.

The East Bay Community Foundation is committed to advancing *A Just East Bay*. We partner with donors, social movements, and the community at large to eliminate structural barriers, advance racial equity, and transform political, social, and economic outcomes for all who call the East Bay home. Learn more about the East Bay Community Foundation at <http://www.ebcf.org>.

**Location:** Oakland, CA

**Start Timeframe:** June 2019

**Compensation:** This position offers competitive compensation commensurate with skills and experience. Excellent benefits in line with the field of philanthropy.

**To Apply:** Please submit a cover letter, resume, three references, and salary expectation to [jobs@eastbaycf.org](mailto:jobs@eastbaycf.org).

To be considered, please submit complete applications no later than 5:00 PM PST Wednesday, May 1, 2019. Applications will be acknowledged by email response. No phone inquiries, please.

*EBCF is an equal-opportunity employer. People of diverse backgrounds are strongly encouraged to apply.*

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