

John Burton Advocates for Youth

Development Director (HYBRID in San Francisco)

About John Burton Advocates for Youth

John Burton Advocates for Youth (JBAY) is a nonprofit organization working to improve the quality of life for youth in California, who have been in foster care or homeless, by advocating for better laws, training communities to strengthen local practices and conducting research to inform policy solutions.

Diversity and inclusion are fundamental JBAY values. Together, our organization works to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our workforce, constituents, and our state, connecting us closer to the communities we serve. JBAY was founded in 2004 by California State Senator John Burton and has offices in San Francisco and Los Angeles. For more information about our work visit www.jbay.org

Summary of Development Director Position

JBAY is recruiting a Development Director to oversee and is responsible for the organization's fundraising efforts. The position develops, implements and monitors JBAY's fundraising plan including identifying and strengthening relationships with our donors, foundations, community stakeholders, cultivating new, current and former donors, fostering strong donor and sponsor stewardship and plans fundraising events. ,

JBAY has a strong base of philanthropic support from private foundations and loyal individual donors. Our commitment to financial longevity is evident in our relationships with over 20 foundations and a robust funding base that ensures financial stability. This position will be based in San Francisco in a **HYBRID** working environment with 2-3 days in the office.

Salary & Benefits

This is a full-time exempt and at-will position. Starting salary range is \$131,000 to \$153,000. Salary is commensurate with experience.

Benefits

JBAY provides an extensive benefits package including:

- 100% employee coverage of health, dental and vision; 50% coverage of spouse and/or dependents
- 100% employee coverage of life insurance, long-term disability and AD&D
- Vacation starting at 15 days and then after two years will be 20 days.
- 11 federal holidays.
- Retirement plan with a match up to 5%.
- Up to \$75 monthly cell phone stipend.
- Four weeks of paid Wellness Leave after five years with the organization.

Qualifications and Skills Required

- Bachelor's Degree

- Demonstrated experience, success, and progressive responsibility in fundraising with a minimum of five years experience
- Knowledge and experience of segmentation of donor lists, development of major gifts campaigns, knowledge of planned giving programs and using development analytics to assess success, challenges and opportunities for growth.
- Strong working knowledge of office and development software i.e. Salesforce and Microsoft Office suite
- Ability to work on deadline
- Strong written, interpersonal and verbal communication skills
- Strong ability to create and implement systems and processes
- Ability to understand the breath of JBAY programs and the fields of foster care and youth homelessness

To Apply

Please send your cover letter and resume outlining your fit for the role as a PDF document to info@jbay.org. Please use “Your Name - Development Director” as the subject line. Resume without a cover letter will not be considered.

Responsibilities of Development Director Position

40% Private Foundations

- Identify grant opportunities that align with the mission of the organization
- Write letters of intent and grant proposals
- Work closely with program staff managers to write timely and engaging grants reports

30% Individual Donors

- Conduct Donor Prospect research to support JBAY leadership in major donor solicitations
- Work with Board of Directors to develop individualized action plans to build a strong culture of philanthropy
- Support JBAY events with planning and logistics
- Assist with execution of mail campaigns, which includes drafting the solicitation letter, collecting and incorporating feedback, developing the mailing list and executing the mailing

20% Administration

- Design, implement and monitor a comprehensive fundraising plan to expand and maintain support of the organization
- Collect, organize and maintain a complete and accurate database records of donors and funding received. Establishes tracking tools and monitors regularly
- Responsible for entering contributions into Salesforce and pulling reports from Salesforce
- Supports the development of an annual organizational budget
- Regularly reconcile contributions with the JBAY Office Manager
- Manage Grant Calendar with proposal/reporting deadlines, ensuring the timely submission of all reports
- Manage the Foundation Stewardship Calendar to help deepen funder relationships
- Maintain accurate foundation records
- Work collaboratively with the JBAY Office Manager and accountant to provide all necessary information for the annual audit
- Other duties as requested.

10% Communications

- Write regular blog posts about JBAY to effectively translate the impact of our work to longtime supporters, and engage monthly donors and new donors
- Prepare materials for Executive Director to present to board members at committee and general board meetings
- Assist with the development of social media posts
- Develop a monthly electronic donor newsletter