



## DEVELOPMENT DIRECTOR

**girls  
inc.**  
of the Island City

### MISSION

Our mission is to inspire all girls to be strong, smart, and bold<sup>(SM)</sup> through innovative programs, activities, and advocacy and to provide before and after school child care services supporting youth and their families through Alameda Island Kids.

**REPORTS TO:** Chief Executive Officer

**SUPERVISES:** Database, Communications & Events Manager

**LOCATION:** Alameda, CA

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### POSITION DESCRIPTION:

The Development Director is responsible for developing, managing, and implementing all aspects of the strategic Fund Development and Communications plan. The Fund Development plan aligns with the organization's Strategic Plan; generates income to support programs and services; builds capacity and sustainability for the organization; and creates a culture of philanthropy with Board and staff.

### Responsibilities:

#### **Executive Management**

- Assist CEO and Board with developing and leading the successful implementation of the organization's Strategic Plan
- Work with CEO to develop a Fund Development and Communications plan that aligns with the Strategic Plan
- Chair the Fund Development and Events Committees which consist of Board and community members.
- Supervise the Database, Communications, and Events Manager

#### **Fund Development**

- Develop, manage, and implement a comprehensive Fund Development plan and achieve goals, objectives on time and within budget.

## **Events**

- Develop, manage, and implement the Events plan in concert with the Database, Communications, and Events Manager which includes budget, fundraising goals, objectives, timelines, and associated activities.

## **Communications & Database**

- Develop and implement an internal Strategic Communications plan that educates Board and staff on being ambassadors and blending their personal stories with the organization's mission, vision, and brand strategy
- Develop and implement an external Strategic Communications plan in concert with Database, Communications, and Events Manager.
- Develop, manage, and implement a database management strategy in concert with the Database, Communications, and Events Manager.

## **Qualifications**

- Knowledge of and passion for the Girls Inc. mission and advocacy
- Knowledge of willingness to learn about and be involved in the Alameda community
- Bachelor's degree in related field or comparable work experience
- Seven plus years of fund development planning and management, communications, and team leadership experience preferred
- Demonstrated experience and expertise in the "Responsibilities" outlined in this job description
- Must be a strategic thinker with demonstrated ability to develop strategic plans and work with staff and Board to effectively implement them
- Demonstrated success achieving fund development goals and objectives on time and within budget and with flexibility and innovation
- Demonstrated success in leading team/individuals to be successful and working with and learning from them
- Experience and ability to listen, communicate, and collaborate with all staff members and support their work
- Willingness and ability to work evenings and weekends for events
- Exceptional organizational skills with attention to detail
- Exceptional and demonstrated interpersonal, public relations, and oral/written communication skills
- Strong computer literacy with Windows (MS Office Word), Excel, Google Suite
- Working knowledge of Donor Perfect, Constant Contact, Greater Giving, and Network for Good

## **Salary Range:**

- **\$90,000-\$94,000**

**Benefits:**

- Paid medical, dental, vision benefits and life insurance
- GIIC Retirement plan/Mutual of America
- Opportunity for 403B (Tax Defer Annuity) and AFLAC/employee paid supplemental coverage

**Full-time, exempt position**

Girls Inc. of the Island City is based in Alameda, CA, is a local affiliate of the national organization, Girls, Inc. Our mission is to inspire all girls to be **strong, smart, and bold<sup>SM</sup>**. We achieve our mission through innovative, research-based programs; hands-on, interactive activities; and advocacy. Our after-school and summer programs serve girls ages 6-18, and embolden them to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Interested candidates are encouraged to visit our website, [www.girlsincislandcity.org](http://www.girlsincislandcity.org), and “like” our Facebook page, to learn more about us.

**If you are interested in applying or would like to know more about this position, please send email to [sburton@girlsincislandcity.org](mailto:sburton@girlsincislandcity.org). Please type “Development Director” as subject.**