



of the Island City

## **DIRECTOR OF FUND DEVELOPMENT & OUTREACH**

[Girls Inc. of the Island City](#) has been serving children and families in the city of Alameda since 1964. Our mission is to inspire all girls to be strong, smart, and bold and to engage youth in creating a more equitable society. We achieve this mission through innovative research-based Girls Programs for girls and gender expansive youth ages 6-18, and Alameda Island Kids licensed child care for any child attending our partner Alameda Unified elementary schools. With a strong history in Alameda, Girls Inc. of the Island City is a local affiliate of the national Girls Inc. organization. We embolden our participants to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Girls Inc. of the Island City delivers an in-school social emotional learning program to girls in nearly a dozen Alameda Unified School District schools; at our home campus the Meyer's Center, we offer a daily after school program and summer camps for K-5th girls, and school break camp for all children. Girls Inc. teen programs include summer camps, Eureka! for girls interested in STEM, and ongoing workshops. Alameda Island Kids serves children in five Alameda elementary schools. In all, Girls Inc. of the Island City engages nearly 750 youth annually. The operating budget is \$2.75M, with nearly 30 full-time and part-time staff.

### **THE OPPORTUNITY**

As a member of the senior leadership team of Girls Inc. of the Island City, the Director of Fund Development and Outreach provides leadership, oversight, coordination and priority setting in the areas of resource development and communications. The Director will work closely with the CEO, the senior staff, and the Board of Directors.

#### Key Leadership Roles and Responsibilities

- Develop and execute growth in gift revenues and sources
- Oversee the production of traditional and digital communications to strengthen presence in the community and create a pipeline of donors, participants, and volunteers

- Sustain and expand donor and sponsor relationships
- Research and secure corporate and foundation funding
- Manage all aspects of the gift cycle
- Monitor and analyze fundraising data
- Provide leadership for fundraising events
- Maintain public presence via social media, website, and other marketing opportunities
- Contribute to the development of a volunteer engagement program
- Supervise and coach the Fund Development Assistant

## **WHO WILL THRIVE IN THIS ROLE**

Our ideal candidate will have a bachelor's degree and a minimum of five years of fund development experience, including major gifts, events, grant writing, and communications.

- Deep resonance with the mission of Girls Inc. of the Island City
- Proven written and oral communication skills with the ability to translate program information to diverse stakeholders ranging from employees, residents and families, and high net worth donors and foundations
- Experience in development operations such as gift processing, database management, prospect and donor research, and fundraising reporting.
- Familiarity with CRM nonprofit software, donor databases and other fundraising technology to use in daily job duties.
- Excellent project planning, project management, and budgeting skills
- High level of integrity, diplomacy, accountability
- Knowledge of and commitment to girl-centered programs and equity & inclusion
- Ability to work well independently and collaboratively
- Capacity to build team relationships and coach staff
- Entrepreneurial spirit
- Lifelong learner

### **Bonus Areas**

- Experience in education and non-profit fundraising
- Certified Fundraising Executive (CFRE)
- Familiarity with Alameda, CA

## **POSITION LOGISTICS**

- This full-time, exempt position reports to the CEO of Girls Inc. of the Island City.

- The primary work location is Girls Inc. of the Island City offices, with some flexibility for remote work.
- We value our team and provide competitive salary and benefits, including paid medical, dental, vision, and life insurance; a retirement plan through Mutual of America, and an opportunity for 403B (Tax Deferred Annuity) and AFLAC/employee paid supplemental coverage.
- The salary range for this role is \$95,000 to \$100,000 annually.

#### **HOW TO APPLY**

- Send a cover letter and resume to Jennifer M. Pigza, Ph.D., CEO of Girls Inc of the Island City, at [jpigza@girlsincislandcity.org](mailto:jpigza@girlsincislandcity.org).
- Applications will be reviewed on a rolling basis with priority given to those who apply by midnight on April 22, 2024.

**GIRLS INC. OF THE ISLAND CITY IS AN EQUAL OPPORTUNITY EMPLOYER**