

REDF

Investing in Employment and Hope

Managing Director, Fund Development

Position: Managing Director, Fund Development
Schedule: 1 FTE, Monday – Friday, 9am – 5pm
Reports to: President
Date Updated: July 2010

Organizational Description

REDF helps to create jobs and job opportunities for those who face the greatest barriers to work, giving them a chance to thrive. We provide a carefully selected portfolio of social purpose ventures with start-up capital and link them to business and philanthropic networks. We help these enterprises balance their double bottom line – producing revenue by delivering valued goods and services, while also employing those who would otherwise face extremely limited job prospects. We disseminate practical tools to help others replicate these efforts. Our social and financial metrics demonstrate that investments in social enterprises benefit the individual and the community. We share what we have learned with the broader communities of business, philanthropy, and government, as well as the nonprofits we fund, to strengthen the field and motivate greater investment. A central part of REDF's strategy is to increase the impact of social enterprises by strengthening their relationships with the business community. We create productive partnerships among business people, nonprofits, government, and philanthropists. In every aspect of its work, REDF cultivates networks of people and institutions that create lasting solutions to joblessness.

Job Summary

Under the supervision of REDF's President, the Managing Director, Fund Development will work closely with the President and Board of Directors to develop and implement a comprehensive fundraising and related external communications plan. The Managing Director supervises other member(s) of the Fund Development Team in this effort, including a Development Associate.

RESPONSIBILITIES

Fundraising

- Develop and implement a comprehensive annual fundraising plan tied to a multi-year program strategy
- Develop and implement annual and multi-year strategies to identify, cultivate and solicit individual, corporate, and foundation donors to support REDF's operations and growth strategy
- Sets annual fundraising targets based on prospect research and fund development pipeline
- Coordinate the President and Board of Directors' involvement in cultivating, soliciting, and stewarding donors
- Provide guidance, develop strategy, and deliver full range of support to the President and Board of Directors' fundraising effort
- Produce quarterly fundraising "dashboards" for Board of Directors' meetings to report revenue and activities of the previous quarter, the fundraising prospect pipeline, and fundraising trends

- Maintain the integrity and utility of the Fund Development record system and database in Salesforce.com and hard-copy files
- Oversee production of appeal and gift acknowledgement letters
- Develop concepts for and oversee the planning of donor cultivation and fundraising events, including REDF's annual benefit
- Oversee the research of individual donor, corporate and foundation prospects
- Oversee development and maintenance of a grants schedule that tracks LOI, proposal, submission, and report deadlines
- Oversee drafting of foundation proposals and proposal attachments and produce timely, accurate, and comprehensive reports for external donors (e.g. foundations) per grant agreement guidance
 - Become familiar with long-range plans of the REDF Portfolio of nonprofit organizations and ensure that REDF's fundraising activities are coordinated with them
 - Work with program staff to develop proposals for general operating support and new projects
- Supervise REDF's Development Associate.

Communications

- Draft/produce donor update letters, brochures, and special announcements
- Provide input into website design to make it accessible to individual and institutional donors
- Work in collaboration with the Director of Operations and Communications to manage communication with individual and institutional donors:
 - Create materials about REDF's work targeted to donors
 - Track and identify knowledge and information about REDF's work compelling to donors
 - Identify and implement methods of communicating this knowledge and information to donors through the website and other venues
 - Seek input from the portfolio around any REDF-produced communications that include the portfolio groups
 - Highlight the portfolio and social enterprise expansion in REDF communications, as appropriate

Additionally, the Managing Director, Fund Development may work on one or more strategic projects as dictated by the Director of Operations and Communications' background, skills, and interests as they relate to REDF's strategic plan.

ESSENTIAL QUALIFICATIONS

- A minimum of 10 years experience with nonprofit fundraising; CFRE designation desired
- Demonstrated track record raising significant, sustained support from individuals, foundations and corporations; seven-figure plus campaign experience desired
- Knowledge of major California and national sources of funding and contracts, including foundations, corporations and individuals; and government
- Entrepreneurial, demonstrated initiative
- Demonstrated effective working relationships with Board, donors and staff in fundraising and other activities
- Demonstrated ability to create and execute a multi-year, multi-million dollar fundraising growth campaign
- Ability to strategize, prioritize, organize and follow through in a timely manner
- Excellent written and verbal communication skills
- Enjoy working independently, with some degree of flexibility and ambiguity
- Enjoy working as part of a team, exchanging insights and following up on team members' input
- Excellent computer skills including experience with fundraising donor database software (Salesforce.com experience desired); preferred experience with Excel, Word, Outlook and PowerPoint; ability to work extensively at a computer
- Ability to drive an automobile independently (must have valid CA driver's license and access to a car)
- Ability to work in an open office environment

CHARACTERISTICS

High ethical standards, good sense of humor, sound judgment, team player, multi-tasker, self-starter, eager for feedback, flexible, commitment to REDF's mission

TO APPLY

Please send resume and cover letter expressing your interest to:

jobs@redf.org

Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

REDF is an equal opportunity employer and is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. REDF encourages employment applications from people who are representative of the culturally and ethnically diverse communities REDF serves.