



san francisco & marin

CHIEF DEVELOPMENT OFFICER YWCA OF SAN FRANCISCO AND MARIN

REPORTS TO: Executive Director

LOCATION: Marin

AVAILABILITY: Immediate

Since 1878, the YWCA of San Francisco & Marin has drawn together members of our community to empower women, families and individuals in order to obtain a common vision: peace, justice, freedom and dignity for all people. History of the YWCA follows the Job Description.

Candidate Profile: The successful candidate is a senior development executive who brings substantial experience from prior non-profit development positions. She/he has the ability to work effectively with the Executive Director, members of the Board of Directors and has developed sustainable gift giving programs. This is a seasoned development executive who thinks strategically, shares a passion for the YWCA and its programs and acts as an Ambassador for the YWCA at all times.

Responsibilities:

- Develop fundraising strategy and implementation to ensure annual financial goals are met or exceeded.
- Develop and execute a fundraising plan targeted to individual donors and institutional donors. This should include: fundraising for major gifts, special gifts, the annual fund and funds for operational support.
- Maximize the potential of current funding options as well as uncovering and growing additional avenues of revenue.
- Initially prepare grant applications seeking funding from foundations and government entities.
- Work closely with the Executive Director to develop YWCA's Case for Support and to help the Executive Director prioritize fundraising initiatives.
- Provide inspiration to the Board of Directors to encourage a higher level of involvement in fundraising.
- Develop and maintain a database of donors and prospective donors to ensure consistent outreach and messaging.
- Explore new initiatives such as donations through social networking.
- Work with the Executive Director and staff to ensure all communication platforms encourage giving.
- Work with the staff to develop and manage an effective donor communications program including query responses, appeal and acknowledgement letters.

Relevant Experience:

- 5 to 7 years of significant non-profit fundraising experience from major individual and institutional donors.
- Knowledge of trends in giving and the process of foundation, corporation and individual prospect research, individual cultivation and solicitation.
- Experience in the developing a Fund Development plan and engaging the Board of Directors in its implementation.
- Basic understanding of tax and legal issues pertaining to non-profit organizations.
- Technology literate: comfortable using a wide variety of communications and networking tools.
- Excellent interpersonal communication skills including the ability to work with a diverse array of people.

Compensation:

Excellent compensation and medical benefit package, personal time off and a retirement plan funded by the YWCA of San Francisco and Marin.

This Search is being conducted by

Center for Volunteer and Nonprofit Leadership Transition Services

Email Resume and Cover Letter in confidence to: jjanssen@cvn1.org

Please put **YWCA Chief Development Officer** in the subject line

Documents submitted in Word highly preferred.

For consideration in the first round of candidate screening, resumes should be received by July 30, 2010.

BACKGROUND OF THE YWCA

The YWCA of San Francisco and Marin was organized in 1878 as part of an international movement to support women and girls. In our early history our programs included sewing classes, a kindergarten for young children and several residence halls in the city for young girls needing a safe place to live. During the 1930s the YWCA owned a cottage in Mill Valley to provide country living for women and girls as a retreat from city life.

Throughout the 20th century, the YWCA USA and its local affiliates were in the forefront of most major movements in the country as a pioneer in race relations, women's equality, child care and women's health. Today the YWCA advocates on behalf of 2 million women and girls in the United States and 25 million women in over 100 countries.

Today the YWCA movement has 300 local associations that are organized into 9 regions throughout the country. We are dedicated to the elimination of racism, the economic advancement of women and promoting peace, justice, freedom and dignity for all.

The YWCA of San Francisco and Marin focus its current programs in three areas:

