

SENIOR DEVELOPMENT OFFICER

Department: Development

Reports to: Vice President of Development

Core Functions

- Actively prospect for, cultivate, solicit, and close gifts or funds from new donors (individuals, non-profits, families, corporations), and assists them in the establishment of new funds at EBCF (donor-advised funds, testamentary funds, field of interest funds, supporting organizations, agency funds)
- Develop fee-for-service philanthropic counsel, service agreement relationships or contributions to specific EBCF initiatives
- Support the Foundation's corporate outreach strategies
- Establish and maintain active relationships with professional advisors through networking and face to face meetings to enhance the philanthropic opportunities referred to EBCF
- Steward fund holder relationships (individuals, families, agencies, corporations and testamentary), in order to:
 - Ensure an optimal client experience,
 - Grow funds strategically,
 - Solicit unrestricted gifts and/or support for community impact funds
- Create an engagement strategy for legacy/testamentary donors
- Lead strategy, research, and cultivation efforts for one of EBCF's geographic regions of the East Bay (e.g. southern Alameda County, Tri-Valley, Contra Costa County). Candidates with deep knowledge and relationships in either Contra Costa County or southern Alameda County preferred.

Secondary Functions

- Collaborate with the Foundation's programs team to develop individual granting plans for assigned donors who seek a higher degree of EBCF input and education in their philanthropic plans
 - Lead strategy, research, and cultivation efforts for strategic priority groups
 - Engage in community promotion, advocacy, and education efforts which will advance EBCF's image and visibility and increase awareness of its fundraising and service opportunities
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EAST BAY COMMUNITY FOUNDATION

Standard Qualities

- Passion for the mission of EBCF
- Strong commitment to professional excellence and an annual program of professional development related to fundraising and/or planned giving
- Ability to self-manage and work independently, but also collaboratively
- Excellent oral and written communications skills

Skills and Competencies

- Bachelor's degree; Advanced degree, CFRE, CAP, and/or work experience is highly desirable
 - At least four years of professional fundraising or sales experience, to include strong generalist knowledge of planned giving vehicles and strategies
 - Experience in working and developing strong relationship with diverse individuals
 - Deep knowledge in developing and implementing successful major gift strategies involving identification, cultivation, and face-to-face solicitation of donors
 - Interest in the emerging East Bay entrepreneurs, such as the technology sector, its corporate culture, and its priorities for investments
 - Knowledge of prospect research methods and tools (e.g., Wealth Engine, Hoovers); facility with business software systems and the ability to adopt new systems easily
 - Disciplined, regular use of a central data base/ client relationship management system to document all donor and prospect contacts to plan future work
 - Deep knowledge of fundraising regulations, ethical standards, gift acceptance policies, and fund type implementation
 - Regular use of a central data base/CRM system to document all donor and prospect contacts and to plan future work
 - Prioritization of internal and external development leads to move prospects towards giving/establishing funds
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EAST BAY COMMUNITY FOUNDATION

- Knowledge of all programmatic work of the Foundation to leverage in the representation of opportunities for investment for the community

About EBCF

Founded in 1928, The East Bay Community Foundation -- one of the oldest and largest community foundations in the United States -- is a leading resource for mobilizing financial and leadership resources to transform East Bay communities. By leveraging its own philanthropic resources and position with those of the private, public, and non-profit sectors, EBCF is a critical force for change in the dynamically changing region.

EBCF grants to organizations and initiatives throughout the region from its own endowment and from donor recommendations in two key focus areas: economic development and support for early childhood success. EBCF also strives to be a leader in promoting equity and inclusion, placing high value on the cultural, racial, ethnic, economic, and sexual diversity of the East Bay to develop innovative approaches for building sustainable communities. EBCF holds itself accountable to equity and inclusion by creating and retaining a Board and staff who reflect the diversity of the East Bay so that it can provide donors and communities with the broadest possible perspective. Learn more about the East Bay Community Foundation at <http://www.ebcf.org>.

Location: Oakland, CA

Start Timeframe: EBCF seeks to have the right individual in place by May 2017.

Compensation: This position offers competitive compensation and excellent benefits, in line with the field of philanthropy.

To Apply: Please submit a cover letter, resume, three references, and salary expectation to jobs@eastbaycf.org.

To be considered, please submit complete applications no later than 5:00 PM PST Wednesday, April 12, 2017. Applications will be acknowledged by email response. No phone enquiries, please.

EBCF is an equal-opportunity employer. People of diverse backgrounds are strongly encouraged to apply.
