Position Description
Development Manager

Organization
Richmond Community Foundation (RCF Connects) mobilizes the power of connection to build healthy, thriving communities that are safe and diverse, and where families flourish and children are given new hope for a bright and abundant future. RCF Connects partners with the community to inspire leadership and to share the vision for work in five areas: Community Growth, Health, Restoring Neighborhoods, Education, and Public Safety. Our work is driven by a strong aspiration to work with our communities to strengthen economic, racial, cultural, social, and gender equity. This aspiration is expressed both in the outcomes we strive for and in the ways in which we do our work. Equity is both our organizational value and our goal. This is reflected in RCF Connects’ commitment to achieve equity goals in hiring and to build a workforce with a range of experiences, backgrounds and abilities to serve our diverse communities. RCF Connects strongly encourages Black, Indigenous, and other People of Color to apply. To learn more, please visit http://www.rcfconnects.org/.

Position
The Development Manager works closely with the Executive Leadership Team (CEO, COO and Controller) to create and implement a fundraising strategy for the organization. Duties include setting priorities, goals and budgets; researching and identifying potential donors, cultivating potential donors and communicating with current donors; and researching grants and coordinating the grant proposals process to obtain grants for RCF Connects and key community initiatives RCF Connects supports and leads. Other tasks include maintaining the donor database, working with the Board of Directors Fund Development Committee and overseeing event planning and campaigns.

Responsibilities
- Develop and execute RCF Connects’ annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Develop and track proposals and reports for institutional donors for RCF Connects key programs and projects, and its core initiatives including SparkPoint Contra Costa, Ensuring Opportunity Campaign to End Poverty in Contra Costa and Healthy Richmond.
- Plan and implement end of year appeal.
- Manage and oversee data entry and gift processing.
- Oversee planning and organization of donor-related special events including Corporate Advisors Circle meetings and other fundraising events.
- Manage and support donor-advised funds and field of interest funds such as the Contra Costa Undocu-fund
- Contribute to the development of communications, public relations and marketing strategies
- Collaborate with other departments within RCF Connects, and with key board members to develop cultivation and stewardship opportunities for individual donors

**Required Qualifications**
- B.A. or B.S. degree or 3 to 5 years of fund development experience with demonstrated skills in fundraising including gift and donor research and grant writing.
- Excellent written and verbal communication skills.
- Ability to prepare and present materials to diverse audiences.
- Ability to thrive and work accurately in a fast-paced, changing environment.
- Cultural humility to work and effectively collaborate with a team of ethnically and racially diverse colleagues and board members.
- Understanding of institutional and structural racism, and other forms of oppression, and their impacts on historically underserved and underrepresented communities.
- Experience in project planning and ability to multi-task; demonstrated ability to meet deadlines.
- Deep curiosity, open to learning.
- Competence using computers and software, including database management software and Microsoft Office Suites.

**Preferred:**
- Fluency in written and spoken Spanish.
- Familiarity with Contra Costa County, and current contacts/networks in the county.
- Experience with strategic use of social media and graphic design tools, to support and coordinate with the Director of Marketing and Communications.
- Ability to work some evenings and weekends.

**COMPENSATION & BENEFITS:**
- This is an exempt, full-time position.
- Salary range starts at $60,000; initial salary will depend on experience.
- Competitive benefits package including health insurance, paid time off, matching 401K retirement plan.
- Professional/leadership development opportunities.
- Flexible work schedule.
- A workplace culture committed to supporting good quality of life for employees; this includes offering remote work capability and options in the COVID-19 environment and beyond.

**Position will remain open until filled. Please send cover letter and resume via email to:**
Stacey Street, RCF (sstreet@richmondfcf.org)

*RCF Connects is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, physical or mental disability, gender identity or sexual orientation.*