



Development Director

Job Description

The Peninsula College Fund makes college graduation a reality for low-income, first-generation college students. Our comprehensive program includes four-year college scholarships, one-to-one adult mentors, college and career success training, and summer internship support.

MISSION

Our mission is to empower low-income, first generation college students to graduate and obtain a job that aligns with their career goals.

WHO WE ARE & WHAT WE DO

Starting as a grassroots effort to support three scholars in 2005, PCF has steadily grown and today has served over 275 students and awarded over \$1.5 million in scholarships. PCF operated as a completely volunteer-run agency until late 2010, and currently employs a small staff.

We support our scholars through four key programs:

- **Scholarships:** Each student receives a scholarship of \$3,000/year for each of the four years enrolled in a four-year college/university.
- **One-to-One Mentoring:** We carefully match each scholar with one caring adult who provides support, counsel, networking, and positive role modeling to help each student complete college. We provide our mentors with on-going training and continuously evaluate and improve our mentoring program.
- **College and Career Success Events:** We provide all students with targeted, in-depth training events to give them the tools for college completion and career readiness.
- **Summer Internships:** We provide internship application support for our scholars, ideally for summer internship placements.

The Peninsula College Fund (PCF) is seeking an experienced individual to fill the role of Development Director. Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead development efforts as PCF continues to grow. As the principal contact for members of PCF's donor community, the Director must be adept at stewarding relationships with existing donors, and be able to cultivate

support from prospects, including individuals, foundations, and corporate partners. The Development Director will join 4 program coordinators, 2 career services staff, an office administrator, and a part-time accountant.

ESSENTIAL JOB FUNCTIONS:

The Development Director is responsible for forecasting and achieving PCF's revenue objectives by developing and implementing a fundraising strategy that achieves near-term goals while also establishing and pursuing strategic goals.

Individual Donors

- Annually create and implement a fundraising plan, with a goal of developing effective methods and strategies to increase PCF's overall fundraising effectiveness over time.
- Support the involvement of PCF's Board as active partners in the fundraising process, and provide leadership for the Board's Development Committee.
- Create effective donor and prospect communication strategy, calendar, and content.
- Manage VIP ticket purchases and seating at PCF events.
- Cultivate relationships with, solicit, and steward Scholarship Circle Donors.
- Coordinate and host donor visits at PCF events.
- Plan and execute donor events.
- Plan and execute major fundraising events as determined in collaboration with the ED and Board members to ensure that event goals are clearly defined and achieved.
- Ensure that contributions and donor data are properly maintained in PCF's donor database, including monthly reconciliation of contributions with PCF's Accountant.
- Ensure that gifts are acknowledged and documented in a prompt and appropriate manner, and regularly report to the Executive Director on progress toward fundraising goals.
- Research and identify new prospects in coordination with the Executive Director, PCF board members, and the development committee.
- Develop a strategy to increase the number of new four-year pledges.

Institutional Funders (Foundation and Corporate)

- Research, write, submit, and document effective letters of inquiry, grant proposals, and corresponding grant reports.
- Maintain and manage a detailed calendar of preparation and deadline submission dates for foundation grants and reports and other gift prospects.

Administration

- Ensure that PCF's donor database is promptly updated, effectively maintained, and archived with accurate and detailed donor records and histories.
- Oversee monthly reconciliation of contributions and donor records with PCF's Accountant to ensure that grants and gifts are properly coded and in agreement with the general ledger.
- Ensure accurate donor recognition and acknowledgment in print and online.
- Ensure that high quality supplemental grant materials, such as thank you letters from scholarship recipients, letters of support, etc. are current.
- Ensure that development-related areas of PCF's website and social media platforms are current, accurate, and well written.
- Participate as may be requested or required when "all hands-on deck" are needed to support PCF events, including the Awards Ceremony, the College and Career Leadership Conference, and other all-organization events.
- Other duties as assigned.

QUALIFICATIONS

Values

- Passion for educational opportunity and equity
- Desire to empower others through service

Required Qualifications

- Deep appreciation of PCF's mission and values
- Energetic and innovative
- Collaborative team player
- Ability to work in a resource-constrained environment
- Five-plus years of experience as a Development Director with deep knowledge of and experience in increasing organizational capacity
- Direct experience with individual giving programs, grant writing, and corporate sponsorship
- Excellent verbal, written, and public presentation skills
- Experience in working effectively with donor software and using database applications to support donor management and related functions (PCF currently utilizes Live Impact)
- Experience in planning and producing effective donor-related events, such as house parties, donor appreciation events, etc.
- Facility in developing, managing, and interpreting budgets and development-related

financial, analytical, and other data-driven reports

- Deep knowledge of best practices of fundraising, including handling of restricted gifts, conditions for temporarily restricting and releasing from restriction gifts per donor terms, standards and guidelines related to tax-deductibility, procedures for receiving and processing gifts of stock, and additional knowledge of fundraising practices with which senior fundraising professionals are generally familiar
- Experience in serving as a key external representative, and ability to communicate effectively and comfortably with a variety of groups and individuals, including individual donors, foundation officers, scholars, corporate representatives, partner high school representatives, partner college representatives, etc.

Preferred Qualifications

- Positive attitude and sense of humor
- Demonstrated capacity to work effectively in a multicultural context, and experience working with low-income communities and communities of color

WORK ENVIRONMENT & BENEFITS

Work Environment

- We have a hands-on, collaborative, and entrepreneurial work environment.
- We believe in an inclusive work environment that fosters individual growth and team empowerment.
- While we take our work very seriously, we also like to have fun and enjoy each other's company. We have a sunshine committee that plans fun events (that usually involve food!) for staff.

Work Locations

This position will be based out of our Milpitas office.

Sobrato Center for Nonprofits – Milpitas
526 Valley Way
Milpitas, CA 95035

COMPENSATION & BENEFITS

The Peninsula College Fund is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Salary & Compensation

- Salary commensurate with experience.
- We offer a generous benefits package:
 - Leave: 10 days of PTO, 11 paid holidays, 8 paid sick days and a flexible work schedule when needed.
 - Health, Dental, and Vision Benefits: We currently pay 100% of all premiums for eligible employees.
 - 403(b) Retirement Plan.
- This is a full-time, 40 hrs./week non-exempt position. Depending on the candidate, a part-time position may be considered.

OUR HIRING PROCESS

We will review resumes on a rolling basis until the position is filled.

- We will conduct short phone screening interviews and in-person interviews. Candidates will be asked to complete a performance assessment.
- Finalists will be invited to a second-round of in-person interviews, and we will make an offer shortly thereafter.
- We would like to have the Development Director start by July 15.

Application Submission

- Please send a cover letter and resume to jobs@peninsulacollegefund.org. Please include "DEVELOPMENT DIRECTOR – Your Last Name" in the subject line. In your cover letter, please address the following:
 - Your belief in PCF's mission
 - Why you believe you are qualified for this position
 - In what areas in the "Essential Job Functions" section might you need some support?
 - Salary requirements
 - Where you learned of this opportunity
- No phone calls, please.
- Application deadline open until filled.