



Life Skills Training and Educational Programs, Inc. ("LifeSTEPS") is a 501(c)(3) Nonprofit Public Benefit Charitable Corporation serving those in need with affordable housing and supportive services. LifeSTEPS offers life skills training, educational resources and supportive services to adults, seniors and families. It is the LifeSTEPS Mission to provide effective educational and supportive services to maximize the strengths of individuals and build resilient communities.

Job Title: Director of Fund Development

This is a full-time, FLSA exempt position located in our Sacramento, CA corporate office. We offer competitive pay based on skills and experience, and we provide an attractive benefits package including paid time off; paid holidays; medical, dental, vision, life insurance; a suite of voluntary insurance options; and a 401(k) plan.

The Director of Fund Development will develop and manage the overall resource development strategy for LifeSTEPS with oversight by the Executive Director. The position requires a creative and motivated individual with excellent interpersonal skills, training and teambuilding skills, and analytical capabilities. The successful candidate must have the desire, aptitude and experience to cultivate relationships with prospective donors in the state of California's philanthropic, business and civic communities. This position will work with current and prospective partners to drive revenue and increase the organization's presence in relevant markets. The candidate must thrive in an active office environment and maintain a positive approach in confronting work challenges.

Education and/or Experience: The minimum qualifications and training for this position are:

- Bachelor's degree in marketing, business management, public relations or related field. Master's degree preferred.
- Three (3) years of development experience in fundraising: donor development, grant writing, event planning, direct mail, and publications.
- Prior supervisory experience working with development staff, grant writers, interns, and volunteers.
- An equivalent combination of education and experience may substitute for the degree.
- Experience working in a non-profit setting preferred.

Essential Job Functions include the following. Other duties may be assigned.

- Provide leadership in developing short and long-term fundraising strategies to achieve a mix of individual, foundation, government and corporate support.
- Develop and build new business relationships with strategic partners to drive increased opportunities for creating value and new business opportunities.
- Develop annual fund plan to support LifeSTEPS programs and administrative areas.
- Participate in development of a comprehensive grants strategy with the Executive Director and Management Team.
- Develop organization's marketing and public relations strategy and coordinate outreach efforts.



- Assist with statewide policy advocacy as needed.
- Drive marketing initiatives, brand exposure, and social media presence.
- Develop content for the organization's website, promotional materials, and promotional pieces including client success stories.
- Develop and oversee social media platforms and content.
- Oversee and ensure prompt reporting of all donations into the database; manage the Raiser's Edge database; ensure accurate and timely reporting; analyze and report on grant, in-kind, and donation trends; disseminate necessary details to other departments.
- Develop and manage strategies to participate in the cultivation and solicitation of individual, corporate and foundation prospects; develop and implement plans to cultivate and increase individual donor support.
- Cultivate and nurture key relationships with partners and donors; manage key partnership funds.
- Develop the strategy for the organization's capacity for capital campaign, major gifts and planned gifts development.
- Prepare and present progress reports to Board of Directors and participate in various executive, departmental and committee meetings.
- Ensure restricted funds are spent according to the terms of grant contracts and/or specific donor requests.
- Supervise, direct and evaluate work of development department staff. Participate in the recruitment and hiring process as needed.
- Provide consultation to staff with respect to restricted funds spending.
- Work with the Executive Director and executive team in short and long range planning.
- Work with department staff to develop annual work program, including the department's annual blueprint and budget.
- Participate in executive team strategic planning meetings.
- Monitor and maintain department budget.
- May need to work some evenings and weekends in order to attend events or address situations of crisis.
- Regional travel and occasional overnight travel may be necessary.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; walk on uneven terrain; bend; sit; use hands to handle objects, tools, or controls; lift; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. Must be able to stand for extended periods of time and move about the facilities within the communities served by LifeSTEPS- both indoors and outdoors. Vision and hearing must be sufficient to perform job functions safely including visual acuity to perform activities such as data entry, preparing reports, viewing a computer terminal, extensive reading,



and visual inspection of one's own work product at varying distances. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: While performing the essential functions of this job, the employee regularly works in an office setting. The noise level in the work environment is usually moderate. The employee occasionally works in outdoor weather conditions, at resident properties, and special events.

Application Instructions:

To apply, please email resume and cover letter in PDF format to john@lifestepsusa.org. Reference open position: # 2019-024

www.lifestepsusa.org

Life Skills Training and Educational Programs, Inc. – LifeSTEPS is an equal opportunity employer.