



JOB DESCRIPTION: Development Director

For 22 years, Alternatives in Action (AIA) has proven that young people are powerful: we see young people striving for more voice, more connection, more ownership, and more meaningful ways to make a difference for their own future and their communities. We operate in 3 of Oakland's most critical public schools and operate our own charter high school. Every day we inspire them, support them, and create opportunities for young people to make a real difference. As our youth practice cascading leadership, take meaningful action, and build real relationships with adult allies & peers, they experience empowerment that will help them shape a secure future for themselves, their families, and their communities. Each year, we develop the leadership skills of over 1,300 youth, with thousands of additional children & families benefiting from the community-based projects created by our participants.

POSITION OVERVIEW:

Our Development Director is a critical player for our organization, raising funds and capturing the hope and commitment of our community for the future of our youth. We are seeking an experienced and inspiring leader who knows how to build community, brand and commitment, set the bar high and build systems for engaging foundation, corporate and individual donors. We are seeking a Development Director who will strengthen systems to track grants and progress made towards goals, determine funding priorities and strategies and drive marketing efforts.

The Development Director is:

- An inspiring momentum builder
- A great relationship manager
- Loves to write grants and marketing materials
- A detail-oriented go-getter who enjoys an entrepreneurial environment

DUTIES AND RESPONSIBILITIES:

Grants Management 50%

- Develop and manage an active portfolio of corporate donors, private foundations and prospects at the \$15,000 level and up
- Build relationships with program officers, track trends and find new sources of funding
- Research, write, and submit compelling and timely letters of inquiry and grant proposals to foundations, corporations, and government entities.
- Prepare accurate, monthly fundraising reports to track progress towards goals
- Coordinate the grant request and report calendar and ensure all deadlines are met.

Fund Development Oversight 30%

- Develop an ambitious yet achievable development plan that includes strategies to increase the number of foundation and corporate donors to raise 2.5 million annually.
- Supervise, train and/or support fund development staff on best practices related to AIA's fund development database.

- Build on the organizational culture of philanthropy
- Strengthen systems to track fund development activities and individual accountability

External Relationships and Communication 20%

- Build inspiring strategies for developing and strengthening relationships with potential and current institutional and individual donors.
- Represent agency with potential and current funders and at other networking and campaign events
- Develop concept papers, and support content development for website, annual reports, press releases, and other social/print media.

QUALIFICATIONS:

- At least five years of proven success in grant proposal writing, including government and foundation grants, preferably focusing on high school youth development and leadership, community schools, education, workforce development, and/or after school programming.
- At least two years experience supervising mid-level staff
- Outstanding verbal, writing, analytical, and research skills.
- Excellent ability to manage multiple projects, take initiative, work independently and as a team-member.
- Outstanding ability to meet deadlines while also paying close attention to details.
- Advanced computer skills, including Google Drive, Microsoft Office Suite (Excel, PowerPoint, Word), and Salesforce.
- Experience and excitement about working with diverse groups and communities.
- Flexibility, sense of humor, strong commitment to collaboration, self-reflection, and resourcefulness.
- Ability to maintain confidentiality; commitment to professional ethics.
- Willing to work some evenings and weekends and possess a valid California driver's license and reliable transportation (Reimbursement is provided for travel between program sites).
- Bachelor's Degree required. Master's Degree preferred.
- People of color encouraged to apply.

Compensation: \$85,000 to \$100,000

Classification: Full time position.

Position Title: Development Director

Benefits:

Full Time

100% Premium Medical/Dental, 403(b) Retirement Match

Generous Holiday Calendar: Including – 1 week Thanksgiving Break, 2 week Winter Break, 1 week Spring Break (after 90 days of service); accrued vacation and set sick days

For more information about Alternatives in Action, please visit our website

www.alternativesinaction.org

To apply, please send your:

- **Resume**
- **Cover letter**
- **Writing Sample (under 10 pages)**

By email to: hr@alternativesinaction.org attention Human Resources. Enter the job title in the subject line.

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION, OR RELIGION.