



Raphael House of San Francisco, Inc. Job Description

Job Title: Director of Development

Reports to: Executive Director

Location: 1065 Sutter Sutter Street, San Francisco, CA 94109

Since 1971, Raphael House has been at the forefront of providing homeless and low-income families in the San Francisco Bay Area the personalized family-centered solutions they need to build brighter futures. Raphael House is a community-supported organization. Our success rate is unmatched: more than 85% of all Raphael House families go on to achieve long-term housing and financial stability.

Our Team

Diverse, caring, and creative, Raphael House's staff are skilled thinkers and problem solvers, and they're always willing to roll up their sleeves to get the job done. Raphael House employees are inspired by the organization's mission both professionally and personally, and each is developed as a collaborative leader and crucial contributor to strengthening families in the community.

Position Summary

The Director of Development provides the vision, leadership, and management of the Raphael House's development, marketing and volunteer programs and is responsible for raising approximately \$4.5M+ in contributed income annually. Reporting to the Executive Director and working closely with the Board of Directors, the Marketing Committee, and the Development Committee, the Development Director will create and implement a comprehensive development and marketing plan that helps to advance Raphael House's mission, reach, and awareness in the community. The Development Director supervises four direct reports and is a member of Raphael House's senior management team.

Key Responsibilities:

- Plans, implements, and manages a comprehensive annual fundraising and marketing plan to strategically build and maintain relationships with all donor constituencies (individuals, foundations, corporations, etc.), and includes multiple annual campaigns, special events, and growth/capital campaigns
- Works with Raphael House Board of Directors, external stakeholders, and key Raphael House staff to meet the fundraising goals within the multi-year strategic plan
- Supports and partners with the Executive Director and Board members on all major fundraising initiatives
- Works to develop and achieve the agency's strategic goals with other the senior management team
- In collaboration with the Executive Director, Board of Directors, and Marketing & Development Committees, develops and executes the annual plan for the cultivation, solicitation, and stewardship of major donors
- With support from the Executive Director, Board of Directors, and Campaign Committee (and when applicable, outside consultants), creates and drives strategy to ensure that financial goals for expansion and capital campaign goals are met
- Leads the Board-driven Marketing & Development Committee to assist in developing individual solicitation strategies, promoting campaigns and special events, developing new ideas for fundraising initiatives, helping to mobilize volunteers, and achieving annual fundraising goals
- In collaboration with the Senior Manager of Communications & Outreach, Executive Director, and Marketing & Development Committee, develops a comprehensive communication plan to promote the organization and

maximize public awareness of Raphael House's current accomplishments and needs in regards to fundraising initiatives

- Builds relationships with community stakeholders to advance the mission and fundraising goals of the organization
- Ensures that contributions and donor data are properly maintained in the organization's donor database, including monthly reconciliation of contributions with the finance department
- Ensures that gifts are acknowledged in a prompt and appropriate manner
- Develops and manages annual revenue and expense budgets for the Development department and provides fiscal oversight for monthly revenue and expense budgets which includes: preparing and analyzing monthly variance reports and recommending changes and/or adjustments as necessary
- Prepares and presents various development reports to the Marketing & Development Committee and Board of Directors; presents statistical analysis to Executive Director, Board, Committee, and senior leadership team
- Approves all agency grant proposals and ensures deadlines for submissions and progress reports are met
- In partnership with the Development Manager and Executive Director, builds and maintains relationships with foundation and corporate funders
- Oversee development and execution of annual black-tie Gala, fall fundraiser, and other events throughout the year
- Works with Events Manager to develop strategies on diversifying and increasing event sponsorship and promotional opportunities for Raphael House
- In collaboration with the Senior Manager of Communications & Outreach, ensures that goals for the agency's volunteer program are met and/or exceeded
- Maximizes public awareness of Raphael House with strategies on direct mail, publications (electronic and traditional), website content, marketing, communications, and public relations
- Oversees the design, printing, and distribution of solicitation, marketing, and communication materials
- Works with Development Team to promote planned giving and secure estate gifts
- Hires, supervises, and motivates development team in a manner aligned with the values of Raphael House
- Works to promote a culture of philanthropy within the organization
- Develops policies and procedures for the Development department which reflect ethical fundraising best practices
- Develops and manages the annual calendar of development activities, which includes print deadlines, publications, solicitations, special events, and meetings
- Represents Raphael House at community meetings, special events, speaking engagements, and other events to help build awareness and foster relationships

Required Skills:

- Experience managing and implementing comprehensive fund development programs
- Excellent interpersonal and relationship management skills with ability to establish and maintain positive working relationships; ability to work collaboratively with colleagues within the organization, and conduct professional and credible interactions with donors, prospects, board members and outside vendors. Must value and respect a high degree of collaboration within a diverse population of colleagues and affiliates
- Demonstrated ability to work in a fast-paced organization, change course quickly, manage complex issues creatively and effectively, work on deadline and manage multiple assignments, execute exceptional organizational skills, maintain high attention to detail, manage complex data sets, and identify and take advantage of opportunities as they emerge
- Excellent verbal and written skills, including public speaking
- Impeccable donor relations skills
- Ability to motivate and work well with volunteers including Board of Directors
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising efforts
- Ability to work well under pressure, stay flexible, and maintain sense of humor
- Experience developing and executing long-range strategic plans
- Fluency preparing, reading, and analyzing financial documents
- Strong organizational and management skills, including budget forecasting and management
- Ability to deal discreetly and diplomatically with a wide variety of people, including high net worth individuals and to maintain confidential information with discretion, diplomacy and tact

Minimum Qualifications:

- Bachelor's degree, Masters preferred
- 7+ years' experience in nonprofit fundraising, with 5+ years as a director of development, with the proven track record of meeting or exceeding goals
- A proven track record of donor analysis and revenue statistical modeling
- 2-3 years' experience working in a supervisory capacity
- Knowledge of the Bay Area philanthropic community
- Knowledge of Adobe Suite, Microsoft Suite, including Word, Excel, and PowerPoint
- Knowledge of Raiser's Edge or similar donor database and Greater Giving a plus
- Some evenings, weekends and/or longer hours needed
- Must be able to lift 30 lbs.

Preferred Qualifications:

- Sensitivity and understanding of the issues around homelessness
- Understanding of the mission of Raphael House

Hybrid Work:

This position requires some onsite work, but a flexible hybrid schedule is anticipated on an ongoing basis.

Salary:

Range \$125,000-\$150,000 annually. Full-time employee benefits include: medical, dental, vision, and LTD coverage; three weeks paid vacation days plus 11 paid holidays and 10 sick days; EAP program; Flexible Spending Account; and commuter benefits. Raphael House supports a work/life balance for its employees and offers flexible work options.

Application Process:

Please email your resume and cover letter to kikehara@raphaelhouse.org.

Raphael House of San Francisco, Inc. is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.