

## OPPORTUNITY DESCRIPTION

---

### DIRECTOR OF DEVELOPMENT RAPHAEL HOUSE



#### **LOCATION: SAN FRANCISCO, CA**

HYBRID: Candidate required to be in office two-three days per week

#### **COOK SILVERMAN SEARCH**

775 E. Blithedale Ave. #395  
Mill Valley, CA 94941

## ABOUT

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. Raphael House's success rate is unmatched: more than 85% of all Raphael House families go on to achieve long-term housing and financial stability.

Learn more about Raphael House's impact on youth and families [here](#).

## OPPORTUNITY HIGHLIGHTS

- **Salary: \$140,000 – \$160,000**
- **Benefits:** Medical, dental, vision, and LTD coverage
- **Paid Time Off:** Three weeks' vacation, 11 holidays, 2 Floating holidays, and 10 sick days
- **Additional Perks:** Employee Assistance Program (EAP), Flexible Spending Account (FSA), commuter benefits
- **Work-Life Balance:** Flexible work options and hybrid schedule (2-3 days in-office per week)
- **Collaboration:** Work closely with the Executive Director, a seasoned nonprofit professional with strong development experience
- **Impact:** Play a key role in transforming the lives of low-income unhoused families

## YOU ARE

- **Experienced:** Seven or more years in development
- **Mission-Driven:** Passionate about social services and Raphael House's mission
- **Leadership-Oriented:** A supportive and thoughtful manager
- **Growth-Focused:** Enthusiastic about enabling the growth of programs services through increased funding

## POSITION OVERVIEW

The Director of Development leads Raphael House's fundraising, marketing, and volunteer programs, raising approximately \$4.5M+ annually, including revenue from the annual gala. Reporting to the Executive Director and working closely with the Board of Directors and Development Committee, this role develops and implements strategies to advance the organization's mission and community reach.

## REPORTING RELATIONSHIPS

The Development Director supervises four direct reports, including an Individual Giving Manager, Institutional Giving Manager, Marketing Specialist, Development Coordinator, and Consultants. The Development Director is a member of Raphael House's senior management team.

## PRIMARY RESPONSIBILITIES

- Develop and execute a strategic fundraising and marketing plan to engage donors (individuals, foundations, corporations) and drive revenue through campaigns, special events, and growth initiatives.
- Partner with the Board, Executive Director, and key stakeholders to achieve fundraising goals.
- Cultivate and steward major/leadership donors.
- Oversee grant proposals and ensure timely submissions and progress reports.
- Lead the Board's Development Committee in fundraising initiatives, campaign promotions, and event planning.
- Enhance Raphael House's visibility and donor engagement through marketing and outreach strategies.
- Ensure proper donor data management and reconciliation with the finance department.
- Develop and oversee fundraising events, including the annual black-tie Gala and fall fundraiser.
- Lead strategies to expand corporate sponsorship and volunteer engagement.
- Supervise and mentor the development team to align with Raphael House's values and objectives.
- Promote a culture of philanthropy and ethical fundraising best practices.
- Represent Raphael House at community events and meetings to foster relationships and awareness.

## COMPETENCIES

- Proven experience in fundraising, donor engagement, and development strategy
- Strong demonstrated leadership and relationship management skills
- Ability to work collaboratively with colleagues within the organization, and conduct professional and credible interactions with donors, prospects, board members and outside vendors
- Experience working with board members and staff board committees
- Excellent verbal and written communication, including public speaking
- Ability to manage multiple priorities in a fast-paced environment
- Strong financial and budgeting skills
- Knowledge of donor databases (Raiser's Edge preferred) and event management platforms such as Greater Giving

- Familiarity with the Bay Area philanthropic community and local government funding
- Must value and respect a high degree of collaboration within a diverse population of colleagues and affiliates
- 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

**Required:**

- Bachelor's degree required, CFRE and other fundraising or management certifications appreciated
- 7+ years' experience in nonprofit fundraising, with 3+ years in a senior management role
- 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
- Some evenings, weekends and/or longer hours needed

**EQUITY STATEMENT**

"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."

**TO APPLY**

For more information, or to apply for the Director of Development position, please upload your resume and cover letter [here](#).

All applications will be kept confidential, and every applicant will receive a response.

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.

## OPPORTUNITY HIGHLIGHTS

---

### DIRECTOR OF DEVELOPMENT RAPHAEL HOUSE



**LOCATION: SAN FRANCISCO, CA**

HYBRID: Candidate required to be in office two-three days per week

### COOK SILVERMAN SEARCH

775 E. Blithedale Ave. #395  
Mill Valley, CA 94941



## POSITION OVERVIEW

The Director of Development leads Raphael House's fundraising, marketing, and volunteer programs, raising approximately \$4.5M+ annually, including revenue from the annual gala. Reporting to the Executive Director and working closely with the Board of Directors and Development Committee, this role develops and implements strategies to advance the organization's mission and community reach.

## OPPORTUNITY HIGHLIGHTS

- **Salary: \$140,000 – \$160,000**
- **Benefits:** Medical, dental, vision, and LTD coverage
- **Paid Time Off:** Three weeks' vacation, 11 holidays, 2 Floating holidays, and 10 sick days
- **Additional Perks:** Employee Assistance Program (EAP), Flexible Spending Account (FSA), commuter benefits
- **Work-Life Balance:** Flexible work options and hybrid schedule (2-3 days in-office per week)
- **Collaboration:** Work closely with the Executive Director, a seasoned nonprofit professional with strong development experience
- **Impact:** Play a key role in transforming the lives of low-income unhoused families

## YOU ARE

- **Experienced:** Seven or more years in development
- **Mission-Driven:** Passionate about social services and Raphael House's mission
- **Leadership-Oriented:** A supportive and thoughtful manager
- **Growth-Focused:** Enthusiastic about enabling the growth of programs services through increased funding

## LOCATION

- **This position is hybrid.**
- The candidate will be expected to live in the Bay Area and work in the office **two-three days per week.**

## EQUITY STATEMENT

"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.”

## **TO APPLY**

For more information, or to apply for the Director of Development position, please upload your resume and cover letter [here](#).

All applications will be kept confidential, and every applicant will receive a response.

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.