



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

JOB TITLE	Major Gifts/ Development Officer
REPORTS TO	Director of Development
TIMELINE	<ul style="list-style-type: none">• Applications accepted starting Monday, June 28, 2021• Hiring <i>immediately</i>, position open until filled.
JOB DETAILS	<ul style="list-style-type: none">• Full Time, Salaried, Exempt.• Some nights or weekends may be required in support of key Ed Fund events.
COMPENSATION	<ul style="list-style-type: none">• The salary range for this position is \$81,203 - \$115,000 dependent upon experience and qualifications.
BENEFITS	<ul style="list-style-type: none">• Generous Vacation and Sick Time Accrual• Average of 13-15 Paid Holidays• Health, Vision, and Dental Insurance• Sponsored 401K Plan (non-matched)
INSTRUCTIONS	<p>Please do not send your application directly through email.</p> <p>Click here to apply or copy and paste the link below to your browser: https://oaklandedfund.tfaforms.net/4767158</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.

ABOUT THE ED FUND:

Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to connect public schools with tools, funds, and volunteers. Learn more about our work at www.oaklandedfund.org.

ABOUT THE POSITION:

Reporting to the Director of Development, the Major Gifts/Development Officer plays a leading role in achieving the fundraising goals of the Ed Fund Development team to grow and maintain sustainable and long-term support from new and existing major donors. The Major Gifts/Development Officer will engage with stakeholders including the Community Advisory Board, community and fiscal sponsorship partners and volunteers to build a pipeline of prospective major donors. This position will cultivate and strengthen engagement pathways to increase and broaden individual, corporate and foundation support. In addition, this role will serve as a core employee and support the overall culture and vision of the Ed Fund's mission.

DUTIES AND RESPONSIBILITIES:

- Identifies, cultivates and solicits major donor prospects for significant contributions to the Ed Fund
- Oversees implementation of stewardship and recognition for all major donors
- Be an integral part in the Ed Fund's planning and execution of the annual gala, including: managing sponsorship and in-kind donation campaigns, coordination of host committee activities and engagement of the Event Coordinator.
- Coordinate the Ed Fund's Community Advisory Board including member engagement, meeting facilitation, communications, calendar, etc.
- Proactively seek and create opportunities for the Ed Fund to be visible among local business leaders, corporations, and with professional, civic and private organizations
- Secure major gifts at the \$5,000 to \$50,000 level with the goal of raising \$250,000 annually
- Manage systems and software to track and cultivate donors and prospect
- Qualify and manage the fundraising outcomes from a portfolio of 75+ donors and prospects
- Maintains accurate and timely records/contact reports of all interaction with donors utilizing fundraising software
- Track and report progress using specific metrics following the moves management process
- Make direct, face-to-face solicitations and assist other staff with their solicitation when appropriate
- Build relationships with donors and prospects via personal or video conferencing visits, phone calls, ongoing written contact, and events
- Focus on goals and priorities that support the organization's strategic plan.
- Provide input into the annual development plan, goals, and strategies
- Lead the implementation of the annual appeal for unrestricted support

- Oversee other segmented solicitation activities such as e-solicitations, events and other as assigned
- Serve as a thought partner in identifying and securing fiscal sponsorships on behalf of OUSD, and act as a public champion of district initiatives
- Serve as Ed Fund liaison to existing community events and communicate about Ed Fund mission, programs, and impact
- Coordinates and maintains positive relationships with other Ed Fund staff members and support staff to maximize donor relationships and philanthropic giving to the organization
- Work with the development department to align efforts and set goals
- Perform other duties as assigned

REQUIRED QUALIFICATIONS:

- Interest in community engagement and education
- Possession of or ability to get a valid California driver's license and willingness to travel locally
- Experience seeking donations or contributions for an organization or cause
- Problem solving ability
- Strong analytical skills and attention to detail
- Excellent verbal and written communication skills
- Strong multi-tasking and time management skills
- Intermediate-to-advanced MS Office experience particularly with Excel and Word, Google Sheets and Docs
- COVID-19 vaccinated
- Ability to pass a criminal background check and tuberculosis test
- Ability to lift 20 lbs
- Ability to work nights and weekends (as needed)

PREFERRED QUALIFICATIONS:

- Experience in grant management
- Basic knowledge and understanding of fiscal sponsorship
- Proficiency in use of Salesforce
- Knowledge of Oakland schools, nonprofits, and bay area funders

WORK LIFE AT THE ED FUND:

- Great mentorship and opportunities for professional growth
- Office in Oakland's Jack London Square that is easily accessible by public transportation and great parking options

- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth
- Networking opportunities with local leaders and businesses
- Ability to work from home on a part-time basis

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and 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.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.