



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

JOB TITLE	Associate Director of Development/Major Gifts Officer
REPORTS TO	Director of Development
TIMELINE	<ul style="list-style-type: none">• Applications accepted starting Monday, August 3, 2021• Hiring immediately, 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)• Staff Development Budget
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/4767223</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 Associate Director of Development/Major Gifts Officer (ADODMGO) plays a leading role in achieving the development department goals of the Ed Fund through activities to ensure that the Ed Fund has sustainable and long-term support from existing major donors, and grow the number of major donors. Engage with stakeholders including the Ed Fund Board, Community Advisory Board, and community partners to build a pipeline of prospective Major Donors.

DUTIES AND RESPONSIBILITIES:

Community and Major Gifts Donor Engagement

Goal: Build and strengthen engagement pathways that bring more prospects and community members in contact with the Ed Fund and increase their participation as donors, volunteers, and/or partners.

Position Responsibilities:

- Play a vital role in overall fundraising efforts for the Oakland Public Education Fund.
- Identify Ed Fund Major Gift Prospects. ADODMGO must be prepared to assist in finding donor prospects; a process that involves analyzing factors that predict a donor's ability and enthusiasm to give.
- Maintain a robust (10-15 significant contacts per month) schedule of contacts, activities, and solicitations with an active growing portfolio of 75+ with individualized strategies including appropriate tracking of solicitation assignments and progress.
- Develop and strengthen relationships with our corporate, individual and foundation partners to encourage retention.
- Lead the Ed Fund's planning and execution of the annual gala, including but not limited to: managing sponsorship and in-kind donation campaigns, coordination of host committee activities and engagement, and supervision of Event Coordinator.
- Steward prospective and current corporate donors by maintaining relationships and engaging/hosting them in school and programmatic activities.

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Secure major gifts at the \$5,000 to \$50,000 level with the goal of raising \$500,000 annually.
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools.
- Work with the development department to align efforts and set goals.
- Create and implement moves management plans.
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
- Build relationships with donors and prospects via personal or video conferencing visits, phone calls, ongoing written contact, and events.
- Acknowledge major donors through public and private recognition.
- Track and report progress using specific metrics.
- Provide input into the annual development plan, goals, and strategies.
- Serve as a thought partner on identifying and securing philanthropic partnerships 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.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- 5-7 years of fundraising/development experience.
- 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 experience.
- Problem solving ability.
- Strong analytical skills and attention to detail.
- Excellent verbal communication skills.
- Strong multi-tasking and time management skills.

- Intermediate-to-Advanced MS Office experience particularly with Excel and Word.
- Must be COVID-19 vaccinated, able to pass a criminal background check and TB test.
- Ability to lift 20 lbs.
- Ability to work nights and weekends.

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.