



# OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

<b>JOB TITLE</b>	<b>Director of Development</b>
<b>REPORTS TO</b>	Executive Director
<b>TIMELINE</b>	<ul style="list-style-type: none"><li>• Applications accepted starting <b>June 3, 2022</b></li><li>• Planned Start Date: Our fiscal year starts on July 1st and would ideally have the candidate identified by that time (even if actual start date is later)</li></ul>
<b>JOB DETAILS</b>	<ul style="list-style-type: none"><li>• Full Time, Salary, Exempt</li><li>• Some nights or weekends may be required in support of key Ed Fund events.</li></ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"><li>• The salary range for this position is <b>\$125k-\$145k</b></li></ul>
<b>BENEFITS</b>	<ul style="list-style-type: none"><li>• Generous Vacation and Sick Time Accrual</li><li>• Average of 13-15 Paid Holidays</li><li>• Health, Vision, and Dental Insurance</li><li>• Sponsored 401K Plan (non-matched)</li><li>• Staff Development Budget</li></ul>
<b>INSTRUCTIONS</b>	<p><b>Please read the following in order to avoid application delays:</b></p> <ul style="list-style-type: none"><li>• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</li><li>• Unfortunately, the volume of applications will prevent us from responding to all applications received.</li><li>• Please do not send your application directly through email. Apply for the role at the following link: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=75705&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=75705&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</a></li></ul>

## **ABOUT THE ED FUND:**

Founded in 2003 the Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. We do

this by helping Oakland communities build and manage resources, partnerships, and public engagement essential to improving public education.

### **OUR WORK:**

The Oakland Public Education Fund is the only organization raising money for all Oakland public schools. Since 2003, we have helped raise over \$200 million for schools and programs that help students thrive. We put the right tools in students' hands to give all kids the excellent education they deserve. We support all Oakland public schools with a focus on those furthest from opportunity, because kids who come to school with less need more. Learn more about our work at [www.oaklandedfund.org](http://www.oaklandedfund.org).

### **WORK LIFE AT THE ED FUND:**

- Ability to work from home;
- Great mentorship and opportunities for both personal development and professional growth;
- Flexible work schedule;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

### **ABOUT THE ROLE:**

The Oakland Public Education Fund seeks a passionate and entrepreneurial Director of Development to lead all aspects of fundraising and communications for the organization.

We're looking for someone who's dynamic and entrepreneurial who will create and execute a comprehensive fundraising program, develop strategies and plans for a portfolio of donors and prospects, and support the Executive Director and Board of Directors to cultivate, solicit, and steward donors. The ideal candidate is strategic and able to operationalize multi-faceted plans and drive outcomes, committed to consistently learning and growing, and is big-picture oriented while also being obsessive about the details.

The Oakland Public Education Fund is currently poised to increase and diversify the resources raised and broaden its thought leadership around innovative public/private partnerships that help students thrive. The Development Director will play a leading role in this process, working closely with both the Executive Director and senior leaders across the public school system to identify strategic opportunities for developing resources that lead to equitable outcomes across Oakland's public schools. This position will oversee the Development department and supervise Development staff.

The Director of Development is a key senior position for the organization at this critical time of growth. This position plays a significant leadership role in ensuring the organization achieves its mission and maximizes our impact. We are seeking a leader who utilizes their skills and experiences in development and communications to advance positive social change in a strong and well-established organization rooted in community.

## **DUTIES AND RESPONSIBILITIES:**

### **Funding and Development:**

**Expand the funding base supporting the organization:** The Oakland Public Education Fund seeks to expand its funding base from a current core operating budget (not including fiscally sponsored initiatives) of \$3.2M. Key to this will be building our individual donor engagement strategies to help rally Oakland and surrounding communities to support targeted needs in Oakland schools.

- Create and manage the implementation of a strategic approach to fundraising which include major gifts, corporate donations, grant solicitation, and in-kind resources. Monitor trends in the community or region and adapt fundraising strategies as necessary.
- Collaborate with the Board of Directors and Executive Director to create a fund development plan which increases revenues to support the strategic direction of the organization.
- The Executive Director is engaged in, and excited by, fundraising. Provide support and guidance, being a partner in the high-level stewardship of donors and corporate supporters.
- Lead development department in researching, proposal writing, and submitting grant applications. In partnership with Finance, manage grant requirements/reporting deadlines.
- Grow Development team - there is opportunity and budget for 1-2 key hires, and the Director will lead this process.
- Develop policies and procedures for the development department.
- Continue to improve systems around utilization of Salesforce surrounding all contributed revenue, such as individual, corporate, and foundation giving. Monitor and evaluate all fundraising activities to ensure that the fundraising goals are achieved. Identify and develop corporate, community and individual prospects for the organization's fundraising priorities.

### **Strategic Planning and Management:**

**Support the strategic resource development work across Oakland's public school system:** This position, along with the Executive Director, will serve as a partner to District leaders in supporting the development and management of a system-wide fund development strategy that expands the resources available to support systemic and site-level needs of Oakland public schools. Key to this will be engaging with OUSD leaders and other partners to co-construct and manage the resource development process, providing coaching to system leaders in managing relations with key donors, and developing innovative public and private partnerships that support Oakland schools.

- Collaborate with the Programs Department to coordinate donor strategy for public schools and Ed Fund programs.
- Work closely with the Executive Director and OUSD partners to develop and co-manage a coordinated strategy for major grant management.
- Thoughtful and timely coaching of the executive director, staff, board members, fiscally sponsored initiatives, and OUSD partners to strengthen their fundraising

effectiveness.

- Develop and manage an annual budget for all development activities at The Ed Fund.

**Organizational Leadership, Planning and Staff Management:**

- Promote a culture of collaboration, transparency, feedback and continuous improvement that values learning, accountability and a commitment to equity.
- Inform the way the organization collects and curates program successes to communicate impact, creating transparent donor relationships and building long-term community engagement.
- Collaborate as a member of the Senior Executive Team to lead the organization forward.
- Supervise the Development Coordinator and development contractors.
- Represent the Oakland Public Education Fund's work and values effectively and compellingly to external audiences.

This is a tremendous opportunity for a development professional to help the Oakland Public Education Fund deepen its role in bringing resources that help strengthen teaching and deepen learning for every student, in every school, every day.

**PREFERRED QUALIFICATIONS:**

- **Leadership of Resource Development:** Significant professional experience in and passion for resource development with demonstrated success with individual, corporate, and foundation giving that has resulted in meaningful commitments. Deep knowledge of non-profit fund development and managing funder relationships with experience designing and leading annual campaigns. Fundraising certification or higher degree a plus.
- **Storytelling:** A skilled storyteller with professional experience helping a broader community connect with a cause and taking meaningful action. Demonstrated success in taking knowledge and transforming it into engaging and useful messages, and disseminating it to the right audience(s) through the best distribution channel(s).
- **Management and supervision:** Experience in employee (either staff, contractors, or volunteers) supervision, support, hiring, and evaluation, budget management, program planning, design, and implementation, and non-profit program administration. High degree of personal and professional integrity and honesty. Excellent administrative, organizational, and communication skills.
- **Commitment to public education:** Strong belief in the centrality of high quality public schools in building just and thriving communities across Oakland.
- **Technical Skills:** Familiarity with Salesforce CRM or general experience with databases.

**REQUIRED QUALIFICATIONS:**

- Significant leadership and success in fundraising for an organization with a particular emphasis on experience running campaigns and success fundraising from multiple donor channels.
- Experience in cultivating experiences that help develop deep and long lasting donor relationships.
- Experience in creating powerful, compelling written and oral communications to support fundraising with an ability to convey complex ideas through brief, simple materials.
- Knowledge of and working relationships with the Bay Area funding community.
- Successful experience with managing, growing, and supporting teams in a hybrid work environment.
- Ability to pass a criminal background check and TB test.
- Possession of or ability to get a valid California driver's license and willingness to travel locally.
- Proof of COVID-19 vaccination required, or willingness to get vaccinated.

#### **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.