

NAPA VALLEY

COMMUNITY FOUNDATION

The Position: Director of Development

Reports To: President & CEO

Location: Napa Valley, CA

The Organization

Napa Valley Community Foundation (NVCF) helps donors transform their passion for giving into greater impact. Since 1994, NVCF has served as a bridge between philanthropic families and hard-working nonprofit agencies – bringing people, ideas and resources together to enhance the quality of life for all in our community.

From American Canyon to Calistoga, NVCF has distributed more than \$50 million in grants since it was founded, and currently serves as the philanthropic partner to thousands of individuals, families and corporations in Napa Valley and beyond.

According to a survey of several thousand donors conducted by the nonprofit Center for Effective Philanthropy (*Donor Perception [Report](#), 2016*), NVCF is the top-rated community foundation in the US on most key measures related to donor satisfaction and impact.

NVCF's innovative programs have served as a model for other community foundations across California and the US, and its work in partnership with area donors has resulted in feature coverage for the organization in outlets such as the *New York Times*, *LA Times*, KQED Radio, American Public Media's *Marketplace*, KCBS TV, *La Opinion*, KCBS Radio, Forbes.com and Univision.

Operational Details

Napa Valley Community Foundation has a staff of ten and distributes between \$3 million and \$5 million in grants each year, predominantly to charitable programs in Napa County. The organization has an annual operating budget of \$1.3 million and is governed by a 15-member Board of Directors. NVCF has quadrupled in size in recent years, even while relying on the President & CEO and volunteer Board Members to identify, cultivate, solicit and steward donors.

The Position

NVCF is seeking an experienced, dynamic and highly motivated development professional to work collaboratively with a seasoned senior management team in order to drive revenue growth across all channels of fundraising, and to bring a fresh perspective to NVCF's communications efforts.

Reporting to the President & CEO, the Director of Development is a new position responsible for implementing and improving a relationship-based, metrics-driven development program that includes major gifts, direct mail, annual fund, planned giving, social giving, endowment, as well as some corporate giving and targeted campaigns. In addition, the position will be responsible for helping in the energetic execution of a new messaging and communications strategy that is being developed in the next 6-8 months in partnership with [Mission Minded](#).

NVCF is seeking a candidate who can help manage and grow a development program that is rooted in the best practices of the fundraising industry, while bringing his or her own powerful voice to bear on a communications function that is poised to expand and become more consistent and strategic. S/he will work closely with the President & CEO, the Marketing & Asset Development Committee of the Board and other staff to grow and diversify NVCF's roster of individual, family and corporate donors; to expand the number and size of charitable funds held and administered by NVCF (with a focus on unrestricted gifts, key NVCF projects, large donor advised funds, scholarships, and testamentary gifts); and to creatively communicate the mission of NVCF to a host of target audiences.

The Director of Development will share, and ultimately supervise, one full-time Development Associate with another member of the senior management team, and work closely with the Vice President of Philanthropic Services, who is responsible for assisting current NVCF fundholders (most often, individuals and families who have created a donor advised fund at NVCF) with their ongoing giving to other charitable programs in Napa Valley and beyond, and who also has certain communications responsibilities.

Responsibilities

Fundraising

- Work closely with the President & CEO to implement and improve fundraising strategies for both programs and operations, with a focus on increased revenue from donors (i.e., individual, family and corporate donors who do *not* maintain a charitable giving fund at NVCF but make contributions in support of NVCF programs or operations) as well as NVCF fundholders.
- Manage a portfolio of 50 to 75 major gift prospects, developing ongoing personal relationships with those prospects as well as internally with stakeholders who can support the deepening of those relationships.
- Work with the President & CEO to establish development goals and objectives; implement a moves management system that enables NVCF to better understand its donor and fundholder pipelines; increase the number of donors and prospects in those pipelines; personally participate in soliciting annual gifts, major gifts and new charitable funds; and determine the priority fundraising activities to be undertaken in consultation with the President & CEO.

Communications

- Help develop a new communications plan with the key messages that emerge from NVCF's 2018-2019 engagement with Mission Minded, and in anticipation of NVCF's 25th anniversary in the summer/fall of 2019.
- Write and/or co-author press releases, social media posts, email newsletter stories, annual reports and other publications, working closely with other members of the NVCF team, across multiple departments. Create innovative ways to build awareness of NVCF among target audiences, through events, communications and public relations.
- Draft talking points for the President & CEO for media interviews and public speaking engagements. Serve as a spokesperson for NVCF as necessary.

Candidate Qualifications and Experience

Ten years of experience in professional fundraising with a career trajectory of increasing responsibility and expanded duties. The successful candidate will be deeply committed to implementing a relationship and metrics-based development program where contacts with donors and prospects can be tracked and managed, and regular reports on fundraising activities and results can be shared with staff and Board members. S/he must have experience in identifying, cultivating, soliciting and stewarding individual, family and corporate donors across multiple channels of fundraising. The successful candidate will also have meaningful experience in communications. Current or past major gift work is highly desirable.

Preference will be given to candidates who have hands-on experience in all aspects of fundraising and who have a demonstrated track record of success, particularly with individual, family and corporate donors. (This position will not be responsible for institutional funder relationships.)

Experience working with Boards, volunteers, and high net worth individuals is important. Experience working with professional advisors is desirable.

Education

Bachelor's Degree required. Master's Degree or JD preferred.

Personal Attributes

The ideal candidate will be entrepreneurial, creative, passionate about philanthropy, energized by development and communications, and inspired by the work of NVCF. S/he will be supremely confident but also down-to-earth; and just as comfortable making small talk with retired school teachers as s/he is with retired venture capitalists.

The Director of Development must be a hands-on fundraiser and a strategic thinker. S/he must possess emotional maturity, and work well both independently and as part of a small, close-knit team. S/he must have experience at developing collaborative relationships, internally and externally, with various constituencies – and will be called upon to develop such relationships with NVCF's constituencies, including donors, fundholders, staff and Board members, prospects, the public, the media and local civic leaders.

S/he will possess extraordinary people skills; outstanding verbal and written communication skills; a near-obsessive drive for excellence; and a strong appetite for building something new and better in the context of a highly successful, nimble and forward-looking organization.

Compensation

The annual salary offered will be competitive and commensurate with experience. The position is a full-time, exempt position and includes a comprehensive employee benefits package. Napa Valley Community Foundation is an equal opportunity employer.

To apply, please send a cover letter and resume by email to:

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Please note: any cover letter that doesn't expressly address why a candidate's skills and experience make him/her a good fit for this particular position will not be reviewed.