



## California School-Based Health Alliance is Hiring a Development Director!

**Position Title:** Development Director

**Classification:** Exempt salaried

**Hours:** Part to Full Time (32-40 hours per week)

**Location:** Currently remote and ultimately at Preservation Park, Oakland, CA

**Reports to:** Executive Director

**Salary:** \$85-90K/FTE commensurate with experience, very competitive benefits package

### ABOUT US

California School-Based Health Alliance (CSHA) is the leading voice in California for the movement to put health care where kids are—in school. We are committed to school-based health as a strategy for increasing health equity and reducing educational disparities. We are also committed to developing school-based health practices that go beyond traditional medical care and incorporate public health approaches to changing the social determinants of health. We are advancing school-based health through advocacy, trainings, technical assistance, strategic communications and special events. Please review our website to learn more about our work: [www.schoolhealthcenters.org](http://www.schoolhealthcenters.org).

### POSITION SUMMARY

The Development Director (DD) is a senior member of CSHA's leadership team. The DD will work with CSHA colleagues to lead, develop and execute strategies to optimize the organization's fund development, grant and contracting processes in order to support the organization's evolving needs.

### ESSENTIAL FUNCTIONS

#### **Fund and Resource Development**

The DD works closely with the ED and Director of Programs to lead and manage CSHA's resource development efforts focused on foundations, corporations, government agencies, individual donors, and membership. Key strategies include grant proposals, annual giving campaign, membership drives, special events, and other revenue generating approaches. Specifically, the DD:

- Plays a leadership role, along with the ED, in developing an annual resource development plan to meet the resource needs of the agency. S/he identifies new opportunities to increase financial support of the agency in the context of this plan.
- Coordinates fundraising efforts throughout the organization, including collaboration with the ED, Director of Programs and other program staff as designated.
- Identifies, researches and cultivates prospective funders in the grant pipeline, moving them from prospect to solicitation.

- Develops, writes and edits letters of inquiry, proposals, reports, budgets, budget modifications, and other fundraising materials.
- Assists the ED and Director of Finance & Administration in developing and monitoring the agency's annual operating budget, including revenue forecasts and presentations to the Board when requested.
- Staffs the Board's Resource Development Committee, helping to engage the Board as effective overseers and ambassadors for fundraising.
- Develops corporate partnerships through grants, sponsorship, cause-related marketing, workplace giving, and other avenues of support.
- Manages the membership program and leads the annual membership drive in collaboration with the Communications Manager.
- Plays a lead role in planning and conducting the statewide conference in close partnership with program staff. S/he leads and implements the revenue generating components of the conference, including sponsorship, exhibitors and registration, and develops and manages the event budget.
- Plans and implements other fundraising strategies.

#### **Grants & Contracts Manager**

- Oversees the agency's contract, subcontract, and re-grant development processes in collaboration with other staff. Ensures that all subcontracts include appropriate language and attachments.
- Ensures that all funder reporting deadlines are calendared and met in a timely manner. Maintains up-to-date and accurate database of proposal and reporting due dates, keeping relevant staff informed of upcoming deadlines and ensuring on-time and complete follow through on all grant applications, RFPs and reports on awarded grants.
- Ensures donor data and related reports in Salesforce are accurate and meaningful and maximizes the organization's use of Salesforce in fundraising campaigns.
- Works with auditors during single audit regarding funder contracts and budgets.
- Maintains accurate and complete electronic copies of grant files and data.
- Manages reporting requirements for all public and private grants. Assists in preparation of reports to funding sources.
- Works closely with program, finance and fund development staff on project goals, activities, outcomes, and grant deliverables.
- Helps manage budget modification process as required for funders.

#### **IDEAL COMPETENCIES**

- At least five years documented experience in fund development and grant management, ideally including federal government grants
- Excellent writing and communication skills
- Meticulous organization and attention to detail
- Experience using Salesforce or other CRM highly desirable
- Ability to travel occasionally, which may include overnight, weekend or evening hours
- Master's degree in related field strongly preferred
- Experience or interest in education and/or health care strongly preferred

**How to Apply:**

Applicants should email a resume, cover letter and grant proposal writing sample to [jobs@schoolhealthcenters.org](mailto:jobs@schoolhealthcenters.org). Please include **Development Director 2020** in the subject of your email. Only those being considered will be contacted. No phone calls please.

*The California School-Based Health Alliance is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.*