California Communications Access Foundation
Job Description

JOB TITLE: Director of Philanthropy and Development
DEPARTMENT: Ability Central
REPORTS TO: Chief Executive Officer
FLSA STATUS: Exempt
PREPARED BY: Ted Shimanuki and Barry Saudan
PREPARED DATE: May 2020

SUMMARY:
As a member of the organization’s Executive Management Team, the Director of Philanthropy and Development will help design and execute comprehensive fund development strategies for Ability Central. The Director of Philanthropy and Development will oversee and execute special campaigns and ongoing fundraising efforts and will serve as the primary communication officer for all Ability Central activities. The Director of Philanthropy and Development will also have direct management responsibility for the grantmaking staff and will serve as the executive liaison to grantees, applicants, and the grantmaking and donor communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PHILANTHROPY
• Lead the organization’s Philanthropy program in all grantmaking activities.
• Serve as the public face of the Philanthropy program.
• Together with the Associate Program Officer, serve as liaison to grantees, the Advisory Group, and the grantmaking community.
• Lead the Grants Team (currently consisting of Philanthropy staff, the Executive Team, and 2 Board members).

FUND DEVELOPMENT
• Working with the CEO, develop fund development strategies and priorities, including identifying those current and enhanced programs potentially worthy of funding.
• Develop and/or refine multiple case statements for potential funding.
• Identify and facilitate opportunities for fund development based on existing and newly-formed relationships in the philanthropy community, including foundations, corporate sponsors, and individuals.
• Optimize fund development opportunities, including setting up meetings and communications, and preparing the CEO as needed for such activities.
• Conduct research, prospecting, and application to multiple donor sources.
• Build a robust donor base: Develop and maintain key long-term relationships with donors and prospects.

COMMUNICATIONS
• Serve as primary communications officer for all Ability Central activities in the organization.
• Serve as champion for the organization’s vision and mission, which centers on communications and information access for people with disabilities.
• Develop and implement communication strategies and messaging for Ability Central, while ensuring a coordinated and integrated effort.
• Ensure training for the organization’s staff and Board in communications as needed.

ACCESSIBILITY
• Serve as champion for the organization’s accessibility capabilities, and help build the skills and tools necessary for excellence in communication and information accessibility.
• Coordinate training for staff in accessibility as needed.

HUMAN RESOURCES MANAGEMENT
• Plan, direct, and coordinate the staff activities within the department.
• Coach, mentor, train, and develop employees.
• Set goals and standards for expected performance. Hold employees accountable for their job performance. Provide formal and informal feedback to staff.
• Foster a spirit of teamwork among department members where diversity is appreciated. Build a strong team culture that supports and works effectively for the employees and the department to succeed.
• Build and manage a workforce based on organizational goals, budget considerations, and staffing needs.
• Work with Human Resources staff to recruit, interview, select, and hire employees.

OTHER DUTIES
• Support CCAF Mission, Vision and Values.
• Adhere to the provisions of the Employee Handbook, Expectations of Employment and other CCAF policies and procedures.
• Demonstrate a high level of professionalism in dealing with confidential and sensitive information such as personal relations, employee relations, and organizational changes, planning and protecting the security of information, data, files, and customer information.
• Perform other duties and responsibilities as directed by the CEO.

ORGANIZATIONAL RELATIONSHIPS
• Works and collaborates with CCAF Executive Management, Managers, Supervisors and staff.
• Works with the CCAF Board of Directors.
• Supervises the Philanthropy team.
• Regularly interacts with grantees and other funders.
• Maintain positive relationships with Ability Central constituencies and with the general public.

REQUIRED QUALIFICATIONS

EDUCATION
• Bachelor’s Degree in Business Management or a related field. Qualifying experience may be substituted for the required education.

WORK EXPERIENCE
• Five years of Director or management level experience managing fund development and/or grantmaking activities for a medium or large size nonprofit organization.
• Experience must include direct interaction at the Board level.
• Five years proven success in fund development for a medium or large nonprofit.
• Experience running capital campaigns and success fundraising from multiple donor channels.
• Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior managers and/Board of Directors.

LICENSES OR CERTIFICATIONS
• A valid California Driver’s license and a clean driving record are required.

KNOWLEDGE, SKILLS AND ABILITIES
• Management Skills
  o Strong business acumen.
  o Proven leadership and team building skills.
  o Ability to build consensus, rally support around common goals and to motivate groups and individuals.
  o Proven negotiation and mediation skills.
  o Strong organizational abilities, including planning, delegating, program development, and task facilitation.
  o Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.
  o Effective at working with others to reach common goals and objectives.
  o Ability to think strategically and creatively.
  o Ability to be articulate, concise, compelling and diplomatic.
• Communication Skills
  o Gets others to accept ideas by using convincing arguments, creates a win-win situation and responds appropriately to key stakeholders.
  o Takes initiative and actively seeks to deepen current donor relationships and to forge new ones.
• Language Skills
  o Must be able to read, write and speak fluently the English language.
  o Excellent written, verbal and interpersonal communication skills. Ability to write routing reports and correspondences.
  o Skilled in creating powerful, compelling written and oral communications for fundraising.
  o Ability to convey complex ideas through brief, simple materials.
  o Strong public speaking ability.
  o Ability to make formal, persuasive presentations to groups and deal effectively with members across various levels of the organization and people from all segments of the community.
  o Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
• Reasoning Ability
  o Ability to define problems, collect data, establish facts, and draw valid conclusions.
  o Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
o Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex managerial problems, develop and evaluate alternatives, analyze data and present ideas and information effectively, both verbally and in writing.

- **Mathematical Skills**
  o Strong financial management skills including budget preparation, analysis, and reporting.
  o Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
  o Ability to apply concepts of basic algebra and geometry.

- **Computer Skills**
  o Proficient with Microsoft Office: Excel, Word, Outlook and PowerPoint.
  o Knowledge of CRM, donor databases and other fundraising technology.

- Demonstrated ability to work with people from diverse backgrounds. Ability to work well both independently and as part of a team.

- Ability to manage time and competing deadlines effectively, and manage multiple projects simultaneously.

**DESIRED QUALIFICATIONS**

**EDUCATION**
- Advanced Degree, ideally a Master of Business Administration (MBA) or Master of Public Administration (MPA).

**WORK EXPERIENCE**
- Prior experience working with deaf, disabled or senior communities.
- Experience Grants Management software (e.g. Foundant).

**LICENSES OR CERTIFICATIONS**
- Certified Fund Raising Executive (CFRE) or similar credential.

**LANGUAGE SKILLS**
- Ability to communicate in American Sign Language (ASL).

**SPECIAL REQUIREMENTS**
- The person in this position is required to travel both within and outside of the State of California.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with extensive computer usage. This role routinely uses standard office equipment such as computers, keyboard/mouse, phones, all-in-one copiers/printers, and filing cabinets. Travel requirements would include automobile and airplane travel.

While performing the duties of this job, the employee is regularly required to:
• Stand, sit, and use hands to finger, grasp, feel (use of computer keyboard and mouse) for prolonged periods of time.
• Walk, climb, balance, stoop, sit, bend, squat, kneel, twist, crouch, and reach with hands and arms while in an office setting.
• Use of speech and hearing to communicate in person and by telephone.
• Use of visual ability to read handwritten and printed materials, computer screen, and to discern color.
• Occasionally lift or move moderate weight (up to 35 lbs.)

I hereby acknowledge that I have read and understand the content of this job description. I understand that the job description may be revised from time to time in the future by the Company at its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with this Company is at-will.

______________________________________________  __________________
Employee Signature                             Date