



## Senior Development Officer

### **Description**

The Senior Development Officer will report to the Chief Executive Officer and work collaboratively with DHCD&F program leads to secure funding and resources on an ambitious scale to advance a **Collective Impact** approach and help achieve landmark system change. In this full-time position, the successful individual will play a key role in our foundation, government, and corporate fundraising, balancing an ability to take initiative and work independently with a capacity for effective collaboration. The ideal candidate will be able to manage a fund development portfolio with ease, know how and where to prospect for grants and other resources, and excels at keeping communication with funders. He/she will be an excellent grant writer.

### **Key Responsibilities:**

- Supports and coordinates with the CEO and program staff to, apply for, land, and report on large foundation grants;
- Writes and submits concept papers, proposals, and grant applications to funders in a timely manner;
- Works with our CEO and Senior Program Officer to pitch funders on the importance of Collective Impact to advance a Vibrant Coachella Valley;
- Prospects small and family foundations, as well as major donors;
- Identifies and successfully applies for government funding sources;
- Coordinates and assists with strategic planning, monitoring and evaluating programmatic activities;
- Works collaboratively with internal and external stakeholders to writes grant applications to support collective work in Coachella Valley.

### **Additional Requirements:**

- Proficiency skills in Microsoft Office Suite.
- Must have knowledge of the principles, tools and strategies used in stakeholder engagement, assessment, planning and evaluation.

### **Reporting Relationship**

Reports to the Chief Executive Officer.

### **Qualifications and Requirements**

- Minimum of five (5) years of fundraising experience.
- Ability to passionately and effectively communicate with funders and the public about our work and issues.
- Demonstrated results in securing funding from Federal, State, individuals, corporations and/or foundations.
- Demonstrated ability to develop, foster and sustain relationships with institutional program officers and with individual donors.
- Excellent verbal and written communication skills.
- Strong detail orientation and very organized.
- Commitment to the District/Foundation's vision, mission and values.
- Ability to work collaboratively as part of a small staff team.
- Ability to work effectively with diverse groups and people.
- Ability to produce quality work in a flexible and fast-paced environment.
- Availability for travel.

### **Compensation**

Salary range: \$70,000 - \$100,000

Exempt position commensurate with experience.

The District/Foundation offers a competitive benefits package and is an equal employment opportunity employer.