

## Job Description: Senior Development Manager

SupplyBank.Org is seeking an ambitious development professional with a minimum of 5+ years of experience in nonprofit development to join the team as Senior Development Manager. The ideal candidate for this position will have a passion for social justice and systems change, and a strong record of accomplishment in development work and building successful strategies for organizational growth. The ideal candidate will be prepared to plug into a fast-paced office environment composed of a small but mighty (and growing) team working to address the basic needs of hundreds of thousands of low-income children and families throughout California to foster pathways out of poverty.

The position will also include the opportunity to have a significant development role in the Oakport Street Project ([www.Oakport.Org](http://www.Oakport.Org)). This project includes our new 120,000 square foot mural covered distribution center and a 160,000 square foot nonprofit campus with several amenities such as a BART Shuttle, childcare, rooftop garden, shared meeting spaces and 1.25-acre rooftop farm. Part of the Senior Development Manager's responsibilities may include managing capital and programmatic grants related to this project.

SupplyBank.Org personnel have worked from home since the onset of the Pandemic. Once it is safe, this position will be based at our office in Oakland, California. We encourage candidates from all backgrounds with the qualifications listed below and a sincere passion for making a lasting change in their community to apply.

### About SupplyBank.Org

#### Mission Statement

SupplyBank.org is a collaborative and innovative non-profit agency that provides essential goods and services to children and families in vulnerable communities throughout California.

#### Vision

SupplyBank.org replicates the Food Bank model and applies it to the delivery of basic tangible needs to children and families facing challenging situations. We seek to permanently and effectively transform the way people receive what they need to thrive.

#### Background

SupplyBank.Org centralizes procurement and in-kind donations to provide upwards of \$3 worth of necessities for every \$1 invested. In few years prior to the Pandemic, the Organization provided more than \$27 million worth of materials including diapers, hygiene supplies, school supplies and refurbished laptops to hundreds of thousands of low-income children and families throughout California. Our largest programmatic footprint remains in the Bay Area, but with significant growth in all 58 counties.

By distributing materials through a statewide network of partnering agencies that provide additional resources supporting pathways out of poverty, we aim to both alleviate the immediate symptoms of poverty, while incentivizing families to participate in programs that provide pathways towards self-sufficiency. Leveraging

existing investments into the safety net enables SupplyBank.Org to distribute critical materials through an existing and trusted infrastructure with a leg up approach (no line), while minimizing our operational costs.

### **Oakport Street Project - Oakport.org**

Our next phase will begin with the completion of the Oakport Street Project Oakport.Org, which will include our new 120,000 sq. ft. distribution center, 160,000 sq. ft. nonprofit center, 24 hour childcare for employees, massive murals, a two-acre rooftop farm and reentry job training program with permanent placements. With its completion, our programs for poverty alleviation, immediate disaster relief and others will scale to meet regional and statewide needs. See more at [www.oakport.org](http://www.oakport.org).

### **COVID Response**

Since the onset of the Pandemic, SupplyBank.Org utilized its relationships with numerous state agencies, FEMA representatives and several other local agencies to establish and administer 58 county specific emergency supplies programs totaling several million dollars each quarter. While they vary in distribution points, all partner with each respective County Children and Families Commission, childcare providers for essential personnel, COEs and other programs through public health/social services agencies. Thousands of organizations throughout the state are beneficiaries and several Counties made supplemental appropriations towards the effort to increase scope and impact.

### **Principle Duties and Responsibilities**

The Senior Development Manager will work with the Executive Director, Deputy Director, other senior staff and, at times, the Board of Directors to increase short and long-term investment for SupplyBank.Org to support agency stability and growth. Duties include but are not limited to the following:

- **Fundraising Strategy and Plan**
  - Work with the Executive Director, Deputy Director and other senior staff to develop a fundraising strategy & model that will support the organization's short-term and long-term goals
  - Work with Executive Director, Deputy Director and other senior staff, (at times) third parties and the Board to develop organizational strategy, especially as it relates to long-term fundraising and organizational growth.
  - Work with the Deputy Director and other senior staff on annual strategic planning efforts for all fundraising activities
  - Translate the fundraising strategy and model into a robust execution plan
- **Financial Goals:**
  - Design and implement strategies for successfully soliciting and increasing general support contributions and programmatic investment. This includes, but is not limited to the following:
    - Development Plan: Work with the Executive Director, Deputy Director, other senior staff and/or third party consultants to set goals for programmatic, capital and general support investment – and achieve them.
    - Donor Identification: Work with the Development Associate and/or other team members as specified to research and identify potential government grants, foundations, corporate, and individual donors.

- Individual Giving: Lead the development of an individual giving strategy with the support of the Executive Director, Deputy Director, Board of Directors, Advisory Board and other stakeholders.
  - Relationship Building: Arrange meetings between the Executive Director and current and prospective funders to provide updates on programmatic and agency growth and needs, and when appropriate, staff said meetings.
  - Foundation Management: Work with the Executive Director, Deputy Director and/or other senior staff to manage and expand the organization's foundation portfolio.
  - Writing: Work with the Development Associate and other team members as specified to create and write grant proposals, letters, and other solicitation materials.
  - Other: Lead other fundraising campaigns as needed.
- **Systems & Infrastructure**
  - Database: Supervise the Development Associate and/or other team members as specified to ensure adequate fundraising systems (e.g., database) are in place, maintained and guide the development of new systems as needed.
  - Development Timeline: Supervise the Development Associate and/or other team members as specified to build and maintain the agency development timeline.
- **Budget Development**
  - Programmatic: Work as part of a team that includes the lead executive, programs and financial staff to develop program specific budgets.
  - General Ops: Work as part of a team that includes the lead executive, programs and financial staff to develop and understand the agency general operations budget and how it relates to general support goals.
- **Evaluation & Reporting**
  - Cost Benefit Analysis: Work with staff to evaluate and report the success of fundraising campaigns and efforts, including data on gifts, donor retention and total acquisition costs for funds acquired.
  - Grant Reports: Support the programs department to draft and submit grant reports.
- **Communications**
  - Copy Editor: Review and approve written communications from the Development Associate and/or other staff as specified by the Executive Director.
  - Marketing: Collaborate with other team members and/or third parties to develop and execute marketing plans that support fundraising.
  - General: Assist with other high-level written communications as specified.

## Qualifications

- Minimum of 5 or more years' fundraising experience, preferably in the nonprofit sector. The ideal candidate will have more than 7 years, but with a record of accomplishment the Agency may consider less
- Bachelor's degree or equivalent; candidates with additional years of professional experience will also be considered
- Excellent written communication skills; this is essential
- Excellent organizational and time management skills and attention to detail
- Successful track record winning grants from foundations and/or public agencies for program, general ops and/or capital project support

- Demonstrated ability to work both independently and in a team setting, with some project management and budget development experience
- Demonstrated ability to multitask in a fast-paced work environment
- Proficiency with Microsoft Office Suite
- Proficiency with Salesforce and/or other CRM platforms

#### **Nice to Have**

- Experience soliciting individual donors
- Experience with targeted direct mail campaigns
- Experience planning, executing and/or supporting fundraising receptions, galas or other events
- Understanding of California state and local government agencies that assist low-income children and families

#### **General Information**

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

#### **Compensation**

The Senior Development Manager will be a salaried position with benefits commensurate with experience and performance. SupplyBank.Org offers health, vision, and dental benefits, transportation, student loan subsidies, and a Simple IRA with a 3% gross company match.

SupplyBank.Org is an equal opportunity employer.