



Position Announcement: Director of Development Location: San Francisco, CA

Organization Background

Full Circle Fund is an engaged philanthropy organization cultivating the next generation of community leaders and driving lasting social change. Full Circle Fund members leverage their time, money, skills and connections to the service of nonprofits, businesses and government agencies in partnerships that result in significant impact on the community. Our 180 members are successful entrepreneurs, professionals and executives from the business, start-up, venture capital, government, philanthropic and nonprofit sectors. By providing these diverse individuals with quality leadership development and networking opportunities, Full Circle Fund fosters leaders who are knowledgeable and active in social and civic issues. It is the financial and intellectual support of Full Circle Fund's members that makes a difference in the community. Our members provide not only donations but, more importantly, hands-on assistance to nonprofit organizations. For more information about Full Circle Fund, please visit www.fullcirclefund.org.

Position Overview

Full Circle Fund is currently seeking a dynamic, entrepreneurial, and resourceful Director of Development who will lead all fundraising efforts for the organization and ensure that Full Circle Fund is maximizing the opportunity to leverage individual, foundation and corporate contributions. Reporting directly to and working closely with the CEO/Executive Director, the Director of Development will develop and execute a fundraising strategy designed to support the organization's future goals. The Director of Development will skillfully represent the organization to donors, prospects and the public and will continually seek out new opportunities and avenues for support allowing the organization to expand its scope and impact. This position is an exciting opportunity for an ambitious, strategic development professional to help take Full Circle Fund to a new level organizationally and in the process, make a significant contribution to lasting social change.

Responsibilities

- In collaboration with the CEO/Executive Director, develop a comprehensive, strategic fundraising plan with specific, measurable goals that will enable Full Circle Fund to meet its future goals; oversee implementation of that plan
- Initiate, cultivate, manage, and steward relationships with the organization's portfolio of individual, foundation and corporate supporters
- Identify, research and investigate new opportunities for funding from a wide variety of philanthropic and individual sources to expand Full Circle Fund's donor base
- Strategically leverage the time and connections of the CEO and other senior leaders to support aggressive fundraising targets, including developing the capacity of the Board to execute against development goals
- Lead and supervise the development team in the effective implementation of fundraising activities, including preparation of high-quality proposals, grant reports, major donor cultivation and communications, and fundraising events
- Build and refine operational and technological infrastructure to maximize the potential of the development department, with a particular focus on leveraging Salesforce for pipeline management and donor cultivation
- Generate, analyze and present regular updates to the CEO/Executive Director and to the Board of Directors on fundraising progress and create special reports as needed

Qualifications

- Demonstrated success building and leading the development function in fast-paced, entrepreneurial nonprofit organizations
- Substantial experience designing and implementing comprehensive fundraising plans for all funding streams including major gifts, corporate, and foundation giving, with a track record of raising at least \$2M annually and experience significantly growing revenues over time
- Demonstrated success in networking to build creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors
- Significant organizational management skills including team building and staff supervision and development; ability to manage colleagues, senior management and Board members to achieve fundraising goals
- Strong understanding of and connection to the private sector
- Track record of creating and implementing innovative solutions to meet pressing development needs
- Strategic, analytical approach combined with interpersonal professionalism and charisma
- Ability to plan and think strategically while also executing on a tactical level
- Excellent written and oral communication skills, with the ability to engage and inspire a wide range of audiences



- Strong organizational skills, with outstanding attention to detail
- Bachelor's degree or equivalent experience required; advanced degree preferred

To Apply

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, in Word or PDF format, to jobs@fullcirclefund.org

Please address letter to **Amy Lesnick, CEO**. NO PHONE CALLS PLEASE.

Full Circle Fund is an Equal Opportunity Employer.