

JOB TITLE

Director of Community Development

The California Teaching Fellows Foundation (CTFF) is an innovative, service oriented non-profit organization serving Fresno, Madera, Merced and Tulare Counties. We link talent to opportunity by supplying high quality future teachers and leaders to school district partners who utilize "Teaching Fellows" to coordinate and operate before, school-day, after-school and summer enrichment programs. By increasing the exposure of young people to expanded learning opportunities, we hope to close both the teacher shortage and opportunity gap. CTFF is the largest non-profit employer of college-age students in California's Central Valley. The role of the Community Development Director is to enhance partnerships and increase funding opportunities for programs and young people.

JOB DESCRIPTION

Fund Development

Coordinate, manage and creatively develop fundraising programs for the organization with the goal to secure sponsors/contributors and income; strategize and develop corporate fundraising goals with a focus to execute fundraising programs and events, develop relationships, and expand CTFF's business; create fundraising opportunities through various business development techniques, including prospecting, targeted follow-up, and new lead generation; contact individuals and firms to solicit funding and donations for operational and afterschool program causes; compile and analyze information about potential contributors to develop contact lists; write, telephone, or visit potential contributors and persuade them to contribute funds or gifts-in-kind by explaining purpose and benefits of fundraising program(s); deliver organized, structured, and persuasive presentations; record expenses incurred and contributions received; provide and communicate fundraising projections to the CEO for review; oversee and participate in the execution of current major company fundraising programs; may organize volunteers and plan social functions to raise funds; may train volunteers to perform certain duties to assist with fundraising efforts. Work with grant writing firm and develop grant proposals in house to help compliment and meet CTFF's mission.

Contributor and Sponsor Relations

Establish a strategic network of corporate contributors (“corporate network”) and sponsors which can provide a regular influx of funding to the organization; maintain healthy, ongoing relations with the corporate network through regular communication via telephone, email, direct mail, personal visits, or invitation to special functions; write letters to express appreciation for donation to the organization; develop and maintain a program which recognizes major corporate contributors and sponsors for their continued loyalty and financial support to CTFF; maintain a database of corporate contributors and sponsors, such as contact information and history of past support.

General Marketing Duties

In cooperation with the CEO, develop sound and profitable fundraising marketing strategies, balancing the organization’s marketing and community relations objectives, including donor satisfaction; become familiar with, and effectively communicate, the company’s goals, purpose, mission, and place in the afterschool program market/industry; utilize marketing forecasting and corporate strategic planning to ensure overall effectiveness of corporate fundraising efforts; regularly research market/industry trends and apply new methods and strategies to bolster corporate fundraising efforts and output. Contribute to industry related policy and advocacy work and assist organization in strategic alignment with State and National movements.

Community Outreach

In cooperation with the CEO, maintain a strong, positive public image for the company externally; work cooperatively with advertising and promotion staff, consultants, or service providers in furtherance of company fundraising and marketing objectives; effectively communicate the company’s goals and contribution to the educational community to prospective contributors and sponsors; build partnerships with organizations and individuals who are enthusiastic to support the goals of CTFF; attend community outreach functions, such as industry focused events, trade shows, and other related activities to solicit potential funding sources; and plan and execute fundraising events.

Perform Other Duties as Assigned

Perform other duties as assigned or directed by the CEO.

REQUIREMENTS

A Bachelor's Degree in marketing or related field with 3 to 5 years direct related work experience in the field of fundraising or corporate funding planning; prefer prior experience in the field of education or afterschool enrichment programs; knowledgeable in standard fundraising concepts, practices, and procedures; proven experience in successfully raising funds using demonstrated fundraising methods and strategies; must be able to demonstrate exceptional written, verbal, and interpersonal communication skills; knowledgeable and skilled in principles and methods for showing, promoting, and selling products or services, including marketing strategy and tactics, product demonstration, individual and group presentations, strong sales techniques, and sales control systems; and possess strong project management skills and be able to balance competing priorities, complex situations, and tight deadlines. The position requires proven fundraising, general marketing, donor relation skills, and general understanding of human resource management. Possess exceptional judgment and decision making skills with the capacity to evaluate situations and come up with viable solutions. Possess excellent skills in word processing, working with databases, reviewing and working with organizational budgets, finance, and using certain software, such as Microsoft Word, Excel, and Outlook, and Google Business Suite. Must possess high business ethical and moral standards, attributes of honesty and trustworthiness, respectful and sensitive of others, cultural awareness, flexibility, and sound work ethics. Must be able to work in a fast-paced environment; multi-task various assignments given; and be able to meet set job related goals, objectives and timelines.

Salary: DOE

To Apply: Apply online at www.ctff.us/application

Application Deadline: November 15, 2017