

**POSITION:** Chief Development Officer  
**REPORTS TO:** Chief Executive Officer  
**STATUS:** Exempt, Full-time  
**COMPENSATION:** \$75,000-90,000 Annually DOE  
**BENEFITS:** Comprehensive Benefits Program; Paid Holidays, Sick, and Vacation  
**LOCATION:** Sacramento, CA

### **JOB SUMMARY:**

The Center is on a rapid growth trajectory and we are looking for an exceptional senior level strategic and visionary donor engagement leader to oversee the development team, responsible for planning, budgeting, and managing all of the private fundraising functions of the agency. This position will have direct responsibility for soliciting major gifts and assisting with a capital campaign currently underway to support a new landmark permanent home for the Center, in collaboration with the consultant team, CEO, and capital campaign cabinet. This position directly supervises include the Annual & Corporate Giving Director, Events Manager, Community Engagement & Marketing Coordinator, and Volunteer Coordinator; indirect supervision of Grants Manager, event committees, and development interns.

### **ESSENTIAL FUNCTIONS:**

- 1) Develop and implement fundraising plans for the organization in conjunction with the CEO, Board of Directors, and development team.
- 2) Collaborate with senior managers to creating a budget for the organization, balancing programming requirements and realistic assessment of projected revenue in excess of \$4M annually.
- 3) Work with the CEO and campaign counsel on a \$5.5M capital campaign to pay off the loan and finance renovations at its new building.
- 4) Implement and manage a comprehensive strategy to identify, qualify, cultivate, solicit, and steward a portfolio of sustaining donors and prospective sustaining donors, defined as those giving \$1000 or more annually. Increase the overall giving of existing donors, with heavy emphasis on substantially upgrading current donors and soliciting new major gift donors.
- 5) Conduct engagement actions per month with donors and prospects, including in-person visits and direct asks.
- 6) Oversee management of all development activities including, but not limited to:
  - a. Annual individual, corporate, and foundation giving
  - b. Fundraising events and community engagement programs
  - c. Foundation and philanthropic grant writing
  - d. Marketing and communications
  - e. Capital campaign
  - f. Legacy giving and endowment building
- 7) Manage the development budget to achieve and exceed budgeted annual fundraising goals and control costs, including event expenses, with the goal of raising \$1M in unrestricted gifts from individuals annually within three years.

- 8) Provide inspirational leadership to supervise and support the professional development of department staff; manage consultants as needed.
- 9) Work with members of the Board of Directors and volunteers to identify, cultivate and make direct asks of prospective donors.
- 10) Support the Board of Directors' External Affairs Committee; Provide leadership to development committees and volunteers in pursuit of private fundraising.
- 11) Participate in donor cultivation and maintain a timely and effective recognition program.
- 12) Oversee reconciliation of development records in collaboration with the financial management team.

#### **GENERAL DUTIES:**

- 1) Participate as a member of the Executive Leadership Team in the planning and strategic decision-making process for the agency; lead departmental staff meetings.
- 2) Instill a cultural of philanthropy throughout the organization and work to integrate the value proposition of programmatic and development functions in the organization.
- 3) Establish performance measures to monitor results and evaluate effectiveness of fundraising efforts and track general trends in philanthropic giving.
- 4) Attend departmental, programmatic, and external events as a representative of the Center; give presentations on behalf of the Center; and responsible for conducting tours of the Center for current and prospective donors.
- 5) Ensure data integrity and maintain meticulous records in the donor database in compliance with legal requirements, organizational policy, and departmental standards regarding donor cultivation, recognition, and solicitation.
- 6) Select, develop and evaluate departmental personnel.

#### **REQUIREMENTS, QUALIFICATIONS, AND EXPERIENCE:**

- 1) Passion for the Center's mission and work to create a region where LGBTQ people thrive and a commitment to long-term sustainability of the organization.
- 2) BA required; MBA preferred and a minimum of 5 years of senior level development experience with a nonprofit organization, highly desirable; 8 years of related experience may be substituted for formal education.
- 3) Extensive experience with donor relations, prospecting, membership management and annual funds, including at least 3 years of direct solicitation experience.
- 4) Demonstrated success soliciting major gifts from individuals, corporate, and foundation.
- 5) Experience with capital campaigns preferred
- 6) Working knowledge of the Sacramento and LGBTQ philanthropic communities preferred.
- 7) Excellent interpersonal, verbal, and written communication skills; training and/or facilitation experience; and public speaking skills are required.
- 8) Proven attention to detail, organization, and timely follow-through.
- 9) Ability to diplomatically manage competing priorities and constituencies.
- 10) Experience developing junior staff, empowering volunteers in leadership roles, and working independently and as part of a highly collaborative team.
- 11) Flexible schedule to include regular evening and weekend hours and travel as necessary.
- 12) Superior computer skills including Microsoft Outlook, Word, Excel, PowerPoint, OneDrive are required; knowledge of Moves Management principles and Raiser's Edge, WordPress, MailChimp, and social media tools are a plus.
- 13) Access to reliable automobile transportation with a valid driver's license and proof of insurance is required. This position will require travel throughout the Sacramento region and occasionally throughout California.

- 14) Offers of employment may be contingent on satisfactory results of a criminal history background check and employees must be legally permitted to work in the United States.
- 15) The person in this position may be required to sit or stand for extended periods, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone.
- 16) Experience working with the LGBTQ+ community and familiarity with issues of particular relevance to LGBTQ+ people including a demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
- 17) CFRE credential is a plus.
- 18) Ability to speak/read/write/translate in languages other than English is a plus.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice

**ABOUT THE ORGANIZATION:**

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ+ community.

**EQUAL OPPORTUNITY:**

The Sacramento LGBT Community Center is proud to be an equal opportunity employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender or intersex are encouraged to apply. The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability (including HIV or AIDS), medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

**TO APPLY:**

Email a cover letter and resume as attachments to [jobs@saccenter.org](mailto:jobs@saccenter.org) with the position title in the subject line; or submit a cover letter indicating the position you are applying for and application/resume to 1015 20<sup>th</sup> Street, Sacramento, CA 95811. For more information visit [saccenter.org/careers](http://saccenter.org/careers). No phone calls please.

