



## Director of Development and Community Impact

Full-time Exempt with Benefits

The Director of Development and Community Impact drives our fundraising and communications strategies to expand our mission: To improve the health and well-being of seniors and our community through food and meals distribution, volunteerism, resource conservation and recycling. You will cultivate relationships to raise financial support through major gifts, grants, corporate and individual donations, events, and in-kind resources. Your outstanding written, organizational and communication skills will support an environment for improvement, growth and change.

### Responsibilities

- Design and execute a comprehensive and diversified fundraising plan which includes grants, annual giving, major gifts, special events, corporate and service-group giving, planned giving, and e-philanthropy.
- Schedule and track grant applications, budgets and reports.
- Research and advise on trends in the community and region, and adapt fundraising strategies as necessary.
- Identify and cultivate goals, strategies and approaches to generate higher levels of giving from major donors, foundations and corporate and individual prospects.
- Develop and manage timelines for fundraising activities and oversee the planning and execution of special fundraising events.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information in accordance with organization's Donor Privacy Policy.
- Work closely with the Board Fundraising Committee and Executive Director to drive the strategic fund development plan and outreach efforts.
- Enhance and strengthen Grey Bears presence by being active and visible in the community and by working closely with other professional, governmental, civic and private organizations.
- Maintain records for all past, current and potential planned gifts, legacy and major gift prospects.
- Manage donor stewardship and recognition programs.
- Contribute to informational materials, including press releases, key messaging, brochures, e-newsletters, and provide input for social media and website content.
- Performs other responsibilities and opportunities as assigned.

### Skills and Qualifications

- Demonstrated success in grant writing, donor cultivation, capital campaign fundraising, event planning, corporate philanthropy and board and community engagement.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of Grey Bears strategic future to staff, board, volunteers and donors.
- Marketing, public relations and community outreach experience.
- Excellent written and verbal communication skills; a concise, persuasive and passionate communicator.

### Requirements

- BA/BS degree with additional professional development.
- Minimum of 3-5+ years of nonprofit grant writing and fundraising experience with measurable results and excellent references.
- Management experience in event planning, donor cultivation and writing annual appeals.
- Outstanding oral, written and public speaking communication skills.

- Strong work ethic and commitment to programs that support seniors, resource conservation, reuse and recycling.
- Flexible schedule that accommodates the needs of the organization.

#### Compensation

Full-time, exempt position 40 hours/week with a generous compensation and benefits package including medical, dental, vision plans, vacation plus observed holidays, and a 403b retirement plan.

Position is open until filled. To apply, please send resume with cover letter and three writing samples to:

Executive Director

Grey Bears

2710 Chanticleer Ave

Santa Cruz CA 95065

Email materials to: [careers@greybears.org](mailto:careers@greybears.org)

Grey Bears is an Equal Opportunity Employer. We are committed to providing services and making resources available to every resident of Santa Cruz County without regard to ethnicity, color, creed, religion, age, gender, gender identity, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income.

#### About the organization

Grey Bears is a 501(c)(3) nonprofit community-based organization that promotes nutrition, activity and social connection as the perfect recipe for healthy aging. We deliver 2.5 million pounds of food and other services to seniors and families throughout Santa Cruz County each year. To support our programmatic work, we manage a variety of business enterprises focused on reuse and recycling. Grey Bears is supported by a volunteer workforce of more than 500 and significant in-kind and public support. For more information visit [greybears.org](http://greybears.org).