SIREN SEeks A Director of Development

Reports To: Executive Director
Location: San Jose, CA
Position: Full-time, exempt position
Salary: Based on experience, plus comprehensive benefits package including medical, dental, and vision, as well as transportation and fitness reimbursement.

OVERVIEW OF SIREN (Services, Immigrant Rights, & Education Network)

SIREN combines community organizing, policy advocacy, civic engagement, community outreach, education, and legal services to empower low-income immigrants and refugees in California. We believe our clients and all immigrants are agents of change and we prepare them for leadership in all four of these program areas.

POSITION OVERVIEW

The Director of Development is a full-time position. The position works in collaboration with the Executive Director and the Board of Directors. On-going educational and professional development opportunities will be provided. The Director of Development serves as a member of the Leadership Team and shapes strategic thinking for the organization.

KEY RESPONSIBILITIES

Fund Development
- Shape, manage and drive the implementation of a successful fundraising strategy to support organizational and project development needs
- Develop, implement, and evaluate fund development strategies involving individuals, businesses and private foundations
- Direct, coordinate, and oversee the productions of special events
- Develop calendars, plans, and marketing material for fundraising events, donor acquisition, cultivation and stewardship and other appeals activities
- Identify, cultivate, recruit, and organize fund development leaders and volunteers
- Establish recognition, acknowledgements, and incentives for donors and volunteers
- Assist in the development of grant proposals
- Strengthen SIREN’s fundraising infrastructure
- Oversee grant seeking, including research, proposal writing and reporting requirements
- Orchestrate cultivation and solicitation activities in partnership with the Executive Director
- Oversee fundraising database and tracking systems including gift processing and reconciliation with Finance Department

Leadership and Supervision
- Lead the organizations’ communication strategy for all departments including development campaigns
- Supervise the Development and Communications Associate, volunteers, and interns, including recruitment, training, and performance evaluation
- Support other staff on fundraising and program evaluation activities
- Support administrative and management staff on financial management activities related to fundraising
SKILLS AND QUALIFICATIONS

- Bachelor’s degree or equivalent experience, plus a minimum of five years of comparable administrative experience in a fundraising environment, preferably in a non-profit, foundation or university setting including grant writing and individual donor engagement
- Excellent MS Office and donor database skills are essential to success.
- Strong attention to detail, organizational skills, and ability to effectively and independently manage competing priorities and ability to maintain confidentiality of financial information.
- Working knowledge of direct mail, email, web, and other techniques and strategies for annual giving campaigns.
- Skills in researching and organizing information to identify philanthropic patterns, tendencies, and relationships among individuals, corporations, and foundations.
- Direct experience planning and executing events and meetings.
- Ability to take initiative, work independently, and work as part of a team
- A strong commitment to working with immigrants and working class people to achieve policy changes.
- Excellent community building, public speaking and negotiation skills.
- Commitment to cultural proficiency and sensitivity.
- Demonstrate excellence in organizational, managerial, and communication skills
- At least 3 years of communications/ publications and fund development experience
- At least 3 years of supervisory experience
- Experience with media a plus

OTHER REQUIREMENTS

- Occasional work on weekends and evenings and ability to travel as needed.
- Must have a valid CA Driver’s License, car insurance, and daily access to a car.

To Apply: Please send a cover letter and resume materials to SIREN Human Resources at HR@siren-bayarea.org with “Director of Development Application” in subject line. Cover letter should include a detailed description of the candidate’s career in fundraising, supervision, and communications. Applications will be reviewed as received. Candidates selected for interview will be requested to provide references and a portfolio of writing samples and graphic designs. Position open until filled. For more information, visit our website at www.siren-bayarea.org.

SIREN is an equal opportunity employer. We are committed to developing the skills and leadership of people from diverse backgrounds, especially individuals from immigrant and refugee communities. People of color, immigrants, women, LGBTQ persons, and persons with disabilities are encouraged to seek employment at SIREN.