DEVELOPMENT DIRECTOR
Job Description

Hours: Full-Time (40 hours per week)
Salary: $80,000- $90,000 (DOE) plus benefits
Start Date: Immediately

ORGANIZATION DESCRIPTION
Since 1971, Jamestown Community Center has been providing learning opportunities and safe spaces for low-income youth in San Francisco’s Mission District. Our youth represent the low-income, racially and ethnically diverse community in which they live and attend school. Our strategy is to serve a core group of neighborhood youth with multiple, high-impact programs as they grow through a full range of programs designed to help them transition from children into confident young adults.

Jamestown Community Center and Loco Bloco merged in 2018. Both youth development organizations had long established track records of providing enriching, high-quality programming to youth. We believed that our shared commitment to youth development, our shared love for the Mission community, our shared experience in developing leadership among low-income youth and families, the excellence Loco Bloco brings to arts programming and performance, and the expertise Jamestown brings to academic enrichment, sports and youth development, coupled with our long history of mutual collaboration can result in a better, stronger, more efficient and sustainable organization made up of Loco Bloco and Jamestown.

Programs now include Arts instruction, performance and production educational enrichment, academic tutoring, sports, leadership development, employment, counseling, and parent programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people’s resilience as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults. Our work focuses on the innate assets of youth to develop their leadership and ability to challenge discrimination and oppression and to bring about change in their communities.

Organization Values:

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<th>Accountability</th>
<th>Family</th>
<th>Health</th>
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<td>Artivism</td>
<td>Inclusion</td>
<td>Social Justice</td>
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<td>Education</td>
<td>Grit</td>
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The Jamestown Community Center is located in San Francisco’s Mission District and provides services at several sites. Jamestown is an affiliate of UnidosUS.

The Position
Jamestown is seeking an enthusiastic Development Director who will lead the development efforts. The Development Director will provide strong, creative, energetic, and strategic leadership in donor cultivation and major gifts, grant and proposal writing, sponsorships, and fundraising social events. The Development Director will be focused on managing and building relationships with foundations, overseeing and leading fundraising strategy and processes, and developing new fundraising strategies in support of a $5 million annual operating budget. The Development Director will report directly to the Executive Director. The Development Director is also a member of Jamestown’s Leadership Team (senior staff), and will work collaboratively with colleagues to ensure the effective operation of the organization.

The Ideal Candidate
A strategic thinker with vision to set priorities, develop and implement thoughtful capacity strategies. Is passionate, committed, a good writer and storyteller. They can communicate with people from diverse backgrounds and present themselves well professionally. They have a deep understanding of educational disparities and the low-income communities of San Francisco.

RESPONSIBILITIES
Development
1. Lead strategic direction and detailed management of Jamestown’s resource development activities, including creating an annual development plan.
2. Work closely with the Program staff, Executive Director and Finance Director to ensure income forecasting and expenses are accurate.
3. Responsible for successful execution of Jamestown’s annual Council fundraising events from planning to closeout. In collaboration with the Executive Director, provide support to the Jamestown Council Chair in convening council meetings and communications, and in organizing and implementing the annual fundraising event and other major donor activities.
4. Coordinate and oversee event support teams and participants, including Jamestown staff attendees, Council members and vendors.
5. Research and guide strategy for pursuing funding from private foundations, corporations, and government agencies.
6. Cultivate and maintain relationships with Jamestown funders, including providing reports and other requested information in a timely manner.
7. Develop and implement Jamestown’s annual appeal to individual donors.
8. Develop and manage the production of Jamestown’s online and print newsletters.
9. Develop and maintain Jamestown’s communications, including website, social media and donor materials.
10. Supervise a development support team consisting of a Development and Communications Associate, grant writers and interns, who manage some of the responsibilities listed here.
11. Represent Jamestown with funders and other community constituencies, including speaking passionately and knowledgeably about Jamestown’s mission and programs.
12. Maintain Jamestown’s donor database, as well as other systems to track existing and potential sources of support.
13. Follow up with event attendees and donors with acknowledgments, invoices, receipts, reminders, appreciation letters. Record all donations and communication.
14. Actively participate in Leadership Team activities and other organizational projects as needed.
15. Attend other program-related meetings and participate on at least one internal committee.
Compliance
1. Complies with Jamestown policies and procedures, and laws pertaining to the operation of Jamestown.
2. Ensures that program staff understand and comply with Jamestown policies and procedures.
3. Maintains professional attitude and work ethic.

Qualifications
- A passion for Jamestown’s mission, and knowledge of the Mission District community.
- Excellent interpersonal skills, and an ability to connect with folks from different walks of life.
- Experience in successfully managing a support team to reach the development goals for the organization.
- Experience raising funds from individual donors and an interest in growing Jamestown’s individual donor base.
- Excellent grant-writing skills.
- Demonstrated success securing funding from foundations, corporations, and government agencies.
- Ability to effectively communicate Jamestown’s mission and programs to external stakeholders, both in writing and in person.
- Ability to work with a diverse array of individuals, including staff, board members, Council members, donors, volunteers, and the community.
- Ability to take initiative and a leadership role in the organization.
- An understanding of youth development theory and practice is strongly preferred.
- Proficiency in Microsoft Word, Excel, and Google Drive is required.
- Experience with Salesforce is preferred.
- Five years of development experience required.
- Fluency in Spanish desired.

Physical Requirements
Working conditions include standard office as well as occasional travel within the Bay Area. Use computer, phone, copier and office equipment.

Application Procedure
Please email your cover letter, resume, and a writing sample with “Development Director” plus your name in the subject line to:

Nelly Sapinski, Executive Director  Jamestown Community Center
E-mail: nellys@jamestownsf.org  Telephone: (415) 647-4709

This is a full-time salaried, exempt position with benefits.

Jamestown Community Center is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.