**Position:** Director of Community Partnerships and Philanthropy (For the right candidate the professional progression is Deputy Director.)

**Classification:** Exempt

**Schedule:** Full time, 40 hours per week. Monday to Friday 8:30 AM-5:00 PM, required flexibility for occasional evening, nights and weekends.

**COVID-19 Temporary Remote Schedule:** Depending on job duties, this position may work under an alternating on-site and remote work schedule-on a temporary basis.

**Agency Overview:** Founded in 1976, La Casa de las Madres (La Casa) is a California not-for-profit corporation established to provide services for battered women and their children. Domestic violence is a crime that crosses all distinctions of background and identity, and we offer a full complement of services. They are multilingual, at minimum, with 24-hour English and Spanish capacity, culturally inclusive, confidential, and completely free of charge. La Casa provides half of the city’s emergency domestic violence shelter beds and is the only one enabling access to safety 24 hours a day, 365 days a year. Not only do we swiftly and professionally respond to crisis around the clock, we are vocal community advocates, with an active drop in center, a teen program, a survivors age 50 and over project, and a wide range of advocacy programs. Serving more than 20,000 community members a year.

**Our Mission:** La Casa de las Madres’ mission is to respond to calls for help from domestic violence victims, of all ages, 24 hours a day, 365 days a year. We give survivors the tools to transform their lives. We seek to prevent future violence by educating the community and by redefining public perceptions about domestic violence.

**Job Description:** Working side-by-side with the Executive Director, the Director of Community Partnerships and Philanthropy is responsible for building awareness and support from all constituent bodies and programs. This includes developing, managing and administering La Casa’s fund development, and community relations plan. Address equity and gender-based violence through active participation on boards, commissions, work groups and policy bodies – including leadership roles – in local, state and national forums.

Lead La Casa’s community education and outreach with a three-pronged focus: 1) alerting community members to the services La Casa provides to individuals affected by domestic violence, 2) redefining public perceptions about domestic violence and 3) teaching service providers and other community members how to identify aspects of healthy and unhealthy relationships.

Act as a bold and outspoken member of La Casa’s senior management team envisioning and strategizing the organization’s overall vision, growth and operations.

This individual will oversee the Education and Volunteer Manager, two (2) Development Associates and the Contracts and Data Manager. Responsibilities include, but are not limited to the following:

**Essential Functions and Duties:**

*Philanthropy*
- Through effective team leadership, plan, implement and evaluate an annual Fund Development Plan to meet the agency’s funding needs; prepare revenue analysis and projections with Finance department.

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• Establish annual objectives and key results for La Casa’s development work; provide regular progress reports for Board and senior management;
• Establish agency’s media and public relations agenda and responses in keeping with brand identity;
• Develop strategic plans for existing and prospective major donors for cultivation and stewardship based on their philanthropic interests, past giving, capacity, and organizational allegiance.
• Communicate and effectuate a multi-level advancement plan that include major donor, corporate and business, foundation, special event and direct mail efforts;
• Manage application and ongoing reporting processes for all privately-funded grants
• Proactively identify opportunities to seek funding outside of philanthropic granting calendars; partner with senior management in identifying and pursuing new, innovative sources of revenue.
• Manage and lead cultivation and solicitation activities including direct mail, major donor campaign, corporate campaign, foundation and government grants, and special events.
• Ensure compliance with funder reporting and program requirements.
• Build and maintain effective working relationships with the Board of Directors, the Fund Development Committee of the Board and other volunteers.
• Manage information systems including a donor profile database and funder files.
• Ensure timely production of annual report, agency newsletters, brochures and other publications;
• Manage Development department; provide supervision and support to the Development Associates and the Contracts and Data Manager.

Community Partnership
• Develop and oversee the implementation of a communications plan that reaches diverse communities and priority populations to raise awareness about domestic violence and La Casa’s services;
• Lead the development of content for educational programming regarding domestic violence for local agencies, businesses and schools;
• Oversee the design, implementation and management of La Casa’s social media and marketing campaigns with in brand identity;
• Develop and implement La Casa’s awareness and education campaigns in conjunction with the Education and Volunteer Coordinator;
• Manage Education and Volunteer department; provide supervision and support to the Education and Volunteer Manager.
• Provide oversight and support to the Education and Volunteer Manager in the recruitment, screening, hiring and placement of agency volunteers;
• Manage provision of 40-hour training for new staff and volunteers;
• Lead the development of agency materials including brochures, newsletters and other campaigns;
• Build and maintain relationships with community organizations, funding sources, and other related agencies to further La Casa’s mission and increase agency visibility;
• Manage the Education and Volunteer Coordinator and
• Oversee timely collection of project related data in compliance with contract and grant reporting requirements.

General Duties
• Actively engage in hiring, evaluation, supervisory, training and disciplinary matters of project staff;

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• An unwavering commitment to upholding compliance with personnel policies and procedures to ensure equity and fair treatment of all employees and volunteers.
• Ensure implementation of daily operating procedures, safety protocols and administrative functions for program activities;
• Other programmatic and administrative duties, including collecting and maintaining documentation for funding, statistical, compliance and clerical support as needed;

Minimum Qualifications
• BA/BS Degree plus minimum 5 years in fundraising, leadership in cultivating individual and corporate donors, grant writing and management, direct mail, planned giving and special events.
• Proven record of accomplishment in raising operating and capital funds.
• Commitment to the mission, vision and values of La Casa de la Madres.
• Outstanding written, verbal, and interpersonal communication skills.
• Skilled in creating powerful, compelling written and oral communication for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.
• Exceptional influence skills and ability to use convincing arguments, creating a win-win situation and responds appropriately to key stakeholders.
• Technical experience in managing fund development databases, Microsoft Office Suite.
• Experience in managing the development and production of publications.
• Experience in supervision of diverse staff and board relations; commitment to team work.
• Ability to meet multiple deadlines; demonstrated initiative, resourcefulness.
• Ability to work independently with minimal supervision.
• Clearance through DOJ Live scan fingerprinting may be required; La Casa de las Madres will consider applicants, including those with criminal histories, in a manner consistent with San Francisco's Fair Chance Ordinance and
• Valid California Driver's License, clean driving record and insurable under agency policy. Will consider non-driver with valid California Identification Card.

Required Competencies: To perform the job successfully, an individual should demonstrate the following competencies in executing the essential functions of this position.
• Problem solving – identify and resolve problems in a timely manner by gathering and analyzing information skillfully.
• Interpersonal skills – maintain confidentiality, remain open to others’ ideas and exhibit a willingness to try new approaches.
• Managing Up - Ability to exercise good judgment and manage communications with supervisor and/or agency leadership.
• Oral communications – speaks clearly and persuasively in positive or negative situations.
• Written communications – edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
• Planning/organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
• Quality control – demonstrates accuracy, thoroughness, and monitors own work to ensure quality.
• Adaptability – adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
• Dependability – consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

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• Safety and security – actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

**Other Information:** The Director of Community Partnerships and Philanthropy position is a full-time, exempt position requiring flexibility and may at times include working some evening and weekend hours.

**Compensation/Benefits:** DOE-Very competitive. Excellent benefit package includes Kaiser/HSA health plan, dental, life insurance, long-term disability, employee assistance program, employee funded 403(b) retirement plan with employer matching options and generous vacation and holiday plan.

**How to apply:** Send resume with cover letter, in PDF format, to: hr@lacasa.org, or mail your cover letter and resume to: La Casa de las Madres - DD, 1269 Howard Street, San Francisco, CA 94103

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